

Complete form and return to:  
St. Stephen Lutheran Church  
8400 France Avenue South  
Bloomington, MN 55431  
952-831-4746

**KITCHEN USE APPLICATION  
CHURCH RELATED EVENTS**

DATE NEEDED \_\_\_\_\_

ACTIVITY BEGINS AT \_\_\_\_\_ ENDS AT \_\_\_\_\_

ORGANIZATION REQUESTING USE \_\_\_\_\_

ACTIVITY \_\_\_\_\_

RESPONSIBLE PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSON SUPERVISING ACTIVITY \_\_\_\_\_

SUPERVISOR WILL ARRIVE AT \_\_\_\_\_ SUPERVISOR PHONE \_\_\_\_\_

*Supervisor must arrive before other participants.*

EQUIPMENT / SUPPLIES REQUESTED.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**LIABILITY:** The applicant agrees to assume full responsibility for injury to persons and damage to property arising from the use of facility by applicant hereunder and agrees to indemnify and hold harmless St. Stephen Lutheran Church from any and all claims and damages relating thereto.

This application is for use by the kitchen committee and does not take the place of a general building use application which must be filled out for use of any space in the church in addition to this request for use of the kitchen.

I have read and understand the Use Policy on the reverse side.

\_\_\_\_\_  
(Signature of Person Responsible)

\_\_\_\_\_  
Date of Application)

**ALL GROUPS USING THE KITCHEN MUST FILL OUT A KITCHEN USE FORM IN ADVANCE!**

# ST. STEPHEN LUTHERAN CHURCH

8400 France Av. S.  
Bloomington, MN 55431  
952-831-4746

## KITCHEN USE POLICY

**Use of Kitchen:** The kitchen should be reserved as any other room in the church. Outside groups are not authorized to use the kitchen without making *prior* arrangements. Church groups using the kitchen need to check in with the kitchen committee prior to use. Please observe the signs posted in the kitchen and follow their directions.

**Reservations:** The kitchen will generally be reserved on a first-on, first-use calendar policy. Your kitchen use application must be received and approved before you are put on the calendar. Funerals always take precedence. Reservations are to be in the office at least one week prior to use.

**Equipment:** Kitchen equipment needed must be noted on the application. Training in the use of equipment can be arranged with the kitchen committee. Use of equipment without approval and needed training is not allowed. The kitchen committee is responsible for ordering equipment for the kitchen. Equipment purchased without first checking with the kitchen committee will either be charged against the committee making the purchase or will not be reimbursed.

**Supplies:** Groups should check with the kitchen committee regarding supplies. The kitchen committee is responsible for ordering supplies for the kitchen. Supplies and equipment purchased without first checking with the kitchen committee will either be charged against the committee making the purchase or will not be reimbursed. Church groups should coordinate with the kitchen committee as to use of staples, etc. Outside groups are to provide all their own supplies.

**Responsible Person / Arrival:** Group leaders must arrive before their group participants. They should check in with the church office or staff as appropriate, do any set up they need to do and become familiar with locations of exits, fire extinguishers, etc.

**Custodian Availability:** There may not be a custodian on duty at the time of your event. Please be prepared for this.

**Conditions for Use:** No alcoholic beverages are allowed in the church building or on the church property. No smoking is permitted anywhere in the building.

**When Departing the Building:** Groups are expected to leave the facilities in good order, return all equipment to its proper place, report any damage to the church office, turn off lights, and lock doors. If an event will last beyond 9:45 p.m., groups need to make special arrangements with the church office.