

Date returned to the office

For office use

Approved by Father _____

Entered _____

Event name	
Event date	
Event contact	
Phone number/ email	
Purpose of event	
Space Requested	
Number of people expected	
Needs Priest involvement? Time?	
Actual time of event	
Set up time	
Person responsible for your set up?	
Expected take down and clean up time	
Person responsible for clean up/ Phone number	
Recurrent event? Yes NO	
How often?	
Starting	
Finishing	
What do you need brought in (Tables, TV, etc.)	
Have you been recently taught by Tadeo to use the audio equipment?	
Mass Announcements? When?	
Bulletin announcements? When? (Please send them at least two weeks in advance)	
I have read and accept the rules for use of space. Please sign	

RULES FOR USE OF ANY MHOC SPACES

- ALL ITEMS USED NEED TO BE RETURNED TO THEIR RIGHTFUL PLACE.
- TRASH NEEDS TO BE REMOVED TO DUMPSTER.

RULES FOR USE OF MHOC KITCHEN BY ALL EVENTS COMMITTEES

PLEASE BE AWARE THE KITCHEN IS A FUNCTIONING SCHOOL CAFETERIA KITCHEN AND FOR CHURCH EVENTS IS STAFFED BY VOLUNTEERS.

KITCHEN HAS LIMITED SPACE FOR STORAGE OF NECESSARY ITEMS.

- CONTACT THE HEAD OF THE KITCHEN COMMITTEE OR PRESCHOOL OFFICE AND SCHOOL COOK PRIOR TO USING THE KITCHEN.
- BECAUSE THE KITCHEN IS USED TO PREPARE SCHOOL LUNCHESES DAILY IT IS ONLY AVAILABLE FOR EVENT COOKING DURING CERTAIN HOURS IN THE AFTERNOONS.
- THE KITCHEN IS INSPECTED BY THE BOARD OF HEALTH THREE TIMES A YEAR. - INSPECTIONS ARE UNANNOUNCED.
- CHECK WITH ROCIO IN THE PARISH OFFICE FOR AVAILABILITY OF KITCHEN BEFORE PLANNING AN EVENT.
- AN EVENTS FORM NEEDS TO BE FILLED OUT FOR EACH EVENT. SETUP AND CLEAN UP TIMES NEED TO BE CALCULATED INTO THE EVENTS FORM.
- COME IN ADVANCE AND FAMILIARIZE YOURSELF WITH THE KITCHEN. CHECK AVAILABLE SUPPLIES BEFORE PURCHASING. DON'T FORGET TO CHECK ON CLEANING SUPPLIES! YOU MADE NEED TO BRING SOME. CHECK WHERE MOP AND BROOKMS ARE KEPT.
- PLEASE LABEL ALL ITEMS AS YOU BRING THEM IN FOR AN EVENT. BE AWARE STORGAE IS TIGHT.
- AFTER YOUR EVENT REPLACE ONLY THOSE CONSUMABLE SUPPLIES YOU USED FROM THE KITCHEN.
- KITCHEN IS NOT A STORAGE ROOM. EVERYTHING BROUGHT FOR AN EVENT NEEDS TO BE REMOVED IMMEDIATELY AFTER THE EVENT. ANYTHING LEFT WILL BE PROMPTLY DISCARDED.
- DO NOT LEAVE FOOD OR BEVERAGES FOR OTHERS TO USE. THE RESPONSIBILITY OF DISCARDING YOUR ITEMS FALLS TO SOMEBODY ELSE.
- ALL ITEMS USED NEED TO BE RETURNED TO THEIR RIGHTFUL PLACE.
- MOP KITCHEN FLOOR WHEN YOU ARE FINISHED.
- TRASH NEEDS TO BE REMOVED TO DUMPSTER.
- A LIST OF ITEMS REMOVED FOR CLEANING NEEDS TO BE TURNED IN TO THE OFFICE, I.E. TABLECLOTHS.
- IF UNSURE HOW TO USE STOVE CHECK WITH COOK OR ELLEN IN THE PRESCHOOL OFFICE.
- MAIN GAS LINE AND INDIVIDUAL APPLIANCE GAS LINES NEED TO BE SHUT OFF AFTER USE!
- A DEPOSIT OF \$100.00 IS COLLECTED BEFORE USE OF KITCHEN BY ALL COMMITTEES. IF THE KITCHEN HAS BEEN CLEANED PROPERLY AFTER THE EVENT THE MONEY IS RETURNED. IF NOT IT WILL BE USED TO PAY A PROFESSIONAL SERVICE TO CLEAN UP AFTER YOU.
- ALL ADDITIONAL CLEANING COSTS INCURRED WILL BE BILLED TO YOUR GROUP.
- THIS KITCHEN IS SHARED BY MANY GROUPS. SINCE IT IS NOW USED TO PREPARE SCHOOL LUNCHESES WE HAVE TO BE EXTRA VIGILANT OF ALL HEALTH AND SAFTEY PROCEDURES.

WE ASK THAT YOU RESPECT THE KITCHEN AND LEAVE IT AS YOU FOUND IT.