



6037 Franconia Rd., Alexandria, VA 22310
Jan 2025 Rev.

FOR OFFICE USE ONLY:

Date Received _____
Approved _____
Denied _____
Added to Calendar _____

Completion of this form does not constitute an agreement regarding your request. You will be contacted with further information regarding availability. Thank you for your cooperation.

Event Title: _____ **# Attending:** _____

Group Organizing Event: _____

Contact Person: _____ **FUMC Member** ___Yes ___No___

Phone Number: _____ **Email:** _____

Date Choice 1: _____ Date Choice 2: _____

Set up time: _____ Time of Activity: _____

Clean up time: _____ **(Premises and property must be vacated by 10pm)**

Space Requested: One--Time Weekly Monthly Annually (requires yearly approval)

Other: _____

Key Code Needed (for recurring events/ meetings ONLY): **Y** **N** **Code Given:** _____

	C200 Cokesbury Hall		S104 Small Kitchen
	S105 Stage Room		S107 Parlor
	S200 Sanctuary		C304
	C305 Youth Room		Designated entrance/exit:
			Cokesbury Chair Lift Trained? Y N
	Outdoor Chair Lift Trained? Y N		Sound and Screens Trained? Y N

All persons under eighteen years of age must be supervised at all times while on the premises and property.

I have read and agree to abide by the policies and regulations concerning the facilities of Franconia United Methodist Church and will assume full responsibility for their enforcement.

Signed: _____ Date: _____

For Church Office Use ONLY:

Request Does / Does Not conflict with the Church Calendar: _____

Approved by Pastor: _____

Approved by Board of Trustees: _____

Request is APPROVED, and requestor is informed: _____

Request is DENIED and the requestor is informed: _____

FRANCONIA UNITED METHODIST CHURCH

Kitchen Use Request Form

Completion of this form does not constitute an agreement regarding your request. You will be contacted with further information regarding availability. *Thank you for your cooperation.*

Number of people being served (Our current china/ flatware inventory allows for 90): _____

SECTION A: Intended Use

_____ Potluck (complete section B)

_____ Meal Preparation (complete section B) – Please note: Fairfax County Fire Code prohibits the cooking/ frying of “Grease Laden” products: bacon, sausage, hamburgers, etc. In the Franconia UMC kitchen due to its limited exhaust system.

SECTION B: Use of Kitchen for Potluck or Meal Preparation

Prior to the event, the event kitchen manager agrees to the following:

Completion of Kitchen Equipment Orientation _____

Date of Training _____

SECTION C: Use of Kitchen for Serving only

The use of the kitchen for serving means that your function will be limited to a light reception, and no appliances will be operated during your event.

I have read and agree to:

_____ Follow the guidelines for kitchen use.

_____ Adhere to established kitchen use/ appliance cleaning guidelines (if applicable) as posted in the kitchen. (In-depth instruction is found in the kitchen; use binder in the kitchen on the cart by the pantry door.)

_____ Complete and sign the kitchen clean-up checklist and place it in the wire bin on the cart by the pantry door.

Signed: _____ Date: _____