

SAMPLE
POLICY AND PROCEDURE
MANUAL

ANY BAPTIST CHURCH
ANY CITY, TEXAS

Approved by Church
_____ __, 200__

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You may wish to use the sample that follows as a guide in developing your church Policy and Procedures Manual. This sample has been compiled from those in use by a number of churches over the past several years. Improve it, change it, and use it any way that works for your church.

You will want to pull together a committee or team to work through this process. The committee or team should be widely representative of your congregation. This is an important assignment and should not be rushed. Prayerful consideration should be given to what should go into the Policies and Procedures Manual, and what should be omitted.

It is best to prepare these documents when the church is in harmony, with no major crisis on the horizon. Churches tend to deal with issues involved in policies and procedures when they have just gone through a conflict and feel the urgency to “fix” something so they will never have that problem again. Churches cannot develop an adequate document under stress and disharmony. The experience should be a positive educational process for the members of the committee or team, and for the church membership.

Make the documents positive instruments to enable the church to go about its work in an orderly manner. Avoid making them appear to be negative reactions to church crises.

Try to keep the Policies and Procedures as simple as possible. Avoid complicated statements that are easily misunderstood. This is not easy to do; but it is possible with care. This will also help the church to avoid unnecessary conflict in the future.

Keep the Policies and Procedures Manual up to date. They should be working documents, not items for the archives only. Provide for their periodic review and essential modification.

When the church has made its decision about the proposed documents, dismiss the special committee or team with the thanks of the church for their good work. Once the documents have been approved the work of the committee or team is complete.

Remember, this is only a guide! Adjust the language and content to fit your congregation. Other policies and procedures should be added to meet the needs of your congregation.

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1. STATEMENT

- 1.1. The buildings and property of Any Baptist Church are considered a means to provide opportunities for the congregation to witness to and serve the community. This Policy and Procedure Manual has been developed in order to insure that the facility is utilized in an effective manner.
- 1.2. Usage of this Manual is to govern all uses of the church property (both real and personal) and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.
- 1.3. The terms “facility” or “facilities”, as used in this document, include all property under the control of the church as well as all buildings located on that property. This includes parking lot areas and grounds.

2. AUTHORITY AND APPROVAL

- 2.1. The Church Council must act to assure that all uses of the church property are consistent with the mission and purpose of the church
- 2.2. Approval of the policies included in this Manual and revisions thereto shall be by the Church Council.
- 2.3. The Church Council will be responsible for maintaining this Manual and subsequent revisions and for its distribution to church staff and other groups.

3. PRIORITY OF USE

Group A: Governing bodies of the church, i.e., Church Council, Trustees & Committees.

Group B: Groups established by the church, i.e., Preschool, Youth, Men’s and Women’s groups, etc.

Group C: Groups adopted by the Church, i.e., Scouts, basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

Group D: Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, or families holding reunions.

- 3.1. Church sponsored groups or church related functions will be given priority in

scheduling events and meetings. The first priority is given based on group priorities listed above.

3.2 If facility space is available, it can be used for a church member’s personal use (ie., private party), a non-church sponsored event serving a non-profit user, a non-member or outside group requesting the use of the facility for meetings and/or gatherings or weddings (members and non-members) given by church members.

4. SCHEDULING FACILITY USE

Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.

5. FACILITY USE CHARGES

5.1. Any group that is a part of or sponsored by Any Baptist Church may use the church facilities without charge. A fee for the additional amount of custodial effort, utility expense or preparation may be charged for any church sponsored group to offset the expense incurred at the discretion of the staff or Church Council.

5.2. Non-sponsored groups must pay a fee to offset expenses incurred such as additional custodial effort, utility expense or preparation.

FEES	FACILITY MEMBERS, NON-PROFIT ORGANIZATIONS	NONMEMBERS/ OUTSIDE GROUPS
Sanctuary	none	\$500
Family Life Center/ Kitchen \$500	\$100	\$500
Family Life Center/ Kitchen/Pavilion	\$150	\$300
Family Life Center	\$20/hour	\$125/hour
Fellowship Hall/ Kitchen	\$75	\$250
Kitchen/Pavilion	\$75	\$200
Fellowship Hall	\$50	\$200
Pavilion	\$50	\$150
Small Meeting Room	\$35	\$100

Note: Wedding Fees listed in the wedding documents - There are no fees for a Funeral. The above rates are based on a four (4) hour rental. The above fees may be waived at the discretion of the staff or Church Council.

6. FACILITY USE REQUIREMENTS

- 6.1. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- 6.2. The use of nails, screws, or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the staff or Church Council for consideration.
- 6.3. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster in back of the pavilion, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors even if there are people remaining in the facility.
- 6.4. If a Sunday School classroom or other rooms have been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.
- 6.5. The piano and furnishings in the Worship Center cannot be moved for piano recitals or concerts except by permission of the church’s music ministry staff or Pastor.
- 6.6. No skateboards or roller blades are allowed on church premises.

7. USE OF CHURCH EQUIPMENT/PROPERTY

- 7.1. It will be the policy of this church that the materials and equipment of the church be used for ministry functions of any Baptist Church.
- 7.2. If permission is obtained in advance from the staff or Church Council, materials and equipment may be utilized off-premises for church sponsored events. For periods longer than 24 hours special approval by the staff or Church Council is necessary. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. The staff will keep a record of the materials and equipment checked out.
- 7.3. The use of equipment by non-authorized persons will not be permitted.
- 7.4. The Minister of Music must approve musical equipment use.
- 7.5. Members and non-members of Any Baptist Church will not be allowed to borrow or remove any Church property.

8. USE OF CHURCH VAN

- 8.1 The Church van will be registered in the name of Any Baptist Church, and in the custody of the Transportation Committee. The committee must authorize all repairs/or replacements beyond normal service, except for emergency repairs, and be responsible for adequate insurance, license, and annual state inspection.
- 8.2. Use of Church van will be limited to organized groups and activities related to the ministry of Any Baptist Church. Van Trip Sheet and Guidelines Form must be filled out and submitted to the Church Office during normal office hours (8:00 am – 1:30 pm). When request is approved, van keys, van trip sheet copy and the gas credit card will be provided.
 - 8.2.1. RESERVATIONS: The vehicle may be reserved through the church office on a priority basis on a first-come, first-served basis, and based on priority (Groups A,B,C,D). Contact the Church staff to determine if a group is eligible.
- 8.3. The Transportation committee is responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the Church van is contingent upon the decision of the Transportation Committee. The Church Council reserve the right to amend these regulations at any time.
- 8.4. The Church van will not be used to transport freight, furniture, or other large or bulky items.
- 8.5. The Church van may not be borrowed for personal use, loaned or leased outside the church.
- 8.6. The Van key is not to be duplicated. Report lost keys to the Church Office.
- 8.7. Passengers are responsible for their personal possessions on all trips.

9. CHURCH VAN DRIVER – RULES

- 9.1. Trips exceeding 200 miles one way require two (2) qualified drivers to be present on the trip if one vehicle is used. If multiple vehicles are taken, one (1) more qualified driver is required than the number of vehicles used.
- 9.2. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.
- 9.3. Upon completion of the trip, the driver will fill the fuel tank, and return the vehicle to designated parking area. Vehicle must be returned with interior clean, and all trash

removed. Any group failing to clean and/or fuel the vehicle will be charged a cleaning/fueling fee of \$50. Gasoline is to be purchased with the Church's gas credit card.

- 9.4. Driver is to complete a Van Trip Sheet, and lock vehicle before returning the key and credit card to the church office.
- 9.5. Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- 9.6. In the event of an accident, the driver shall be responsible for filing appropriate police reports, and reporting any accident to the Church Office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet.
- 9.7. A copy of these rules and regulations is to be furnished to all drivers, a copy is retained with Van Trip Sheet reports in the church office, and a copy is furnished to the Transportation Committee.

10. CHURCH VAN SAFETY

- 10.1. For safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the Van. The driver should make himself/herself aware of the Emergency equipment location and operation before each trip.
- 10.2. Passenger limitation will be 12, including the driver.
- 10.3. There will be no smoking in the vehicle at any time.
- 10.4. Driver and passengers must keep their seat belts fastened while traveling.
- 10.5. The Church Van is not to be used for towing.
- 10.6. Children under 8 years of age or 80 lbs. must be in a car restraint, per State law.

11. RESPONSIBILITY

The Church Transportation Committee is responsible for the following:

- 11.1. Maintaining a list of approved Church Van drivers that are between the ages of 25 and 65 years with a copy of the appropriate driver's licenses.
- 11.2. Providing assistance to the Church Transportation Committee in supervising the use of the church vehicle in accordance with the Church Van Rules and Regulations as approved by the Church Transportation Committee.

- 11.3. Maintaining vehicle reports, trip log sheets, and other records as necessary.
- 11.4. The Chairman of the Church Transportation Committee or his or her designee is responsible for coordinating the following with the designated staff member responsible for Church Van:
 - 11.4.1. Vehicle has been returned to designated parking areas with the interior clean, and all refuse removed.
 - 11.4.2. Vehicle has not been damaged (interior or exterior) by last user.
 - 11.4.3. Fuel tank is full, motor oil at proper level, all tires inflated properly, and fluid level checked in radiator. A Transportation Committee representative will be selected to perform the duties as outlined in 11.4.4.
 - 11.4.4. Make sure the vehicle is lubricated at proper time, oil changed as required by Operator Manual and exterior washed and interior cleaned, if needed.
 - 11.4.5. Report the vehicle usage and any infractions to the Church Transportation Committee and make any recommendations to improve the vehicle operation in the ministry at Any Baptist Church.

12. RULES AND REGULATIONS – FAMILY LIFE CENTER (FLC)

- 12.1. Users of the Family Life Center must obtain authorization by submitting a Facilities Request Form.
- 12.2. The person reserving the FLC is responsible for turning off lights and locking up (Check closets, storage rooms, and bathrooms).
- 12.3. All activities must be supervised by an adult (18 years of age or older) approved by the church.
- 12.4. Place all trash in appropriate receptacles before departing and use dust mop when finished playing.
- 12.5. Appropriate athletic shoes must be worn while playing basketball, and posted suggestions and recommendations to ensure proper use of all furniture and equipment must be observed.
- 12.6. “Horse Play”/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.
- 12.7. No profanity, alcohol, drugs, or tobacco are permitted in the Family Life Center.

- 12.8. Do not drag tables or chairs across the Family Life Center floor and put all equipment back in its proper place.
- 12.9. A First Aid Kit is located in the Church office reception area. Notify the appropriate church staff member in case of injury or emergencies. Complete an Accident Report and provide a copy to the Church Office and the injured individual or parent/guardian.
- 12.10. Any Baptist Church is not responsible for injury or accident occurring while using the facilities.
- 12.11. No athletic equipment shall be taken off the grounds, except for church related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, roller skates, roller blades etc. shall not be brought into the building
- 12.12. No Petting Zoos allowed in the facility. No animals (other than service animals) will allowed in facilities without prior approval of the Property and Grounds Committee.

13. KITCHEN

- 13.1. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- 13.2. Request for use of food service facilities must be reserved through church office.
- 13.3. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Church Kitchen Committee, or other authorized personnel. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- 13.4. If meals are to be prepared in the church kitchen, a member of the Church Kitchen Committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- 13.5. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For church-wide events request needs of paper products to the kitchen committee, or other authorized personnel.
- 13.6. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without approval of the Church Kitchen Committee. Items for church functions away from kitchen and dining areas can be checked out using the Equipment Check-Out Form. Individuals who check out

equipment will be directly responsible for the care and return of such. The individual will be assessed for damages or loss.

- 13.7. Sunday School classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned to the kitchen after each use.
- 13.8. Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen over night. Place trash in the dumpster located outside the kitchen.
- 13.9. Towels, dishcloths, potholders and aprons must be laundered and returned to the kitchen within three days.
- 13.10. Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food.
- 13.11. Do not leave leftover food in the refrigerators. The food will be disposed of if left Overnight unless church staff is notified that it will be picked up the next day.
- 13.12. The food in the refrigerator and freezer may be designated for scheduled events at Any Baptist Church. Do not use or remove any of these items
- 13.13. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office, or Church Kitchen Committee.

14. WEDDING AND FUNERAL POLICIES:

See other documents for Wedding Brochure and Funeral policies.

(Your standing policies may be inserted here if desired.)

Any Baptist Church
FACILITIES REQUEST FORM

Date _____

Name of Person Completing Form _____ Phone _____

Date of Function _____ Day of Week _____ Start Time _____ End Time _____

Name of Group _____

Event Description _____

Contact Person (must be present at function) _____

Phone _____ Email _____

Vehicle/Equipment: Van _____ TV _____ VCR/DVD _____ FLC Screen _____

Main Bldg: Sanctuary _____ Room # _____ Room # _____

Fellowship Hall: Kitchen _____ Fellowship Hall _____

Room # _____ Room # _____ Room # _____

Outdoor Facilities: Parking Lot _____ Volleyball _____ Softball Field _____

Christian Education Bldg: Room # _____ Room # _____ Room # _____

Room # _____ Room # _____ Room # _____

Fee: \$ _____ Amount Paid: \$ _____ Check Nbr: _____ Date Paid: _____

Approved _____ Date _____

Church Administrator

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Minister of Music or other appropriate staff members.

ATTACMENT 2

Any Baptist Church

EQUIPMENT CHECKOUT FORM

(Note: Items may only be borrowed for church-sponsored events)

DATE	EQUIPMENT	RESPONSIBLE PARTY	RETURN DATE	DATE OF RETURN

Any Baptist Church

VAN TRIP SHEET

The van must be checked out through the Church Office during normal office hours (8:00 am-1:30 pm). When request is approved, you will receive the Van keys, this trip sheet, and the Church gas credit card.

Before starting the engine, check the oil while the engine is cold and record all pertinent beginning information. Take a visual inspection of tires, lights, and fluid leaks before, during, and after return from the trip. Record all pertinent information when you return the van.

Name of Group _____ Date _____

Number of persons in Van ____ Driver _____ Driver's License # _____

Destination _____

Beginning Mileage _____ Gas Level _____ Oil Level _____

Ending Mileage _____ Gas Level _____ Oil Level _____

Miles Driven _____ Charge per mile (x .40 cents) = _____ Total Charge \$ _____

() Amount Paid \$ _____ OR () Charge to Any Baptist Church Account # _____

Please describe any problems you might have had with the Van _____

Please describe any materials used from the Emergency Equipment Bag _____

Notes/Comments _____

1. The church van is limited to organized groups and activities related to the ministry of Any Baptist Church.
2. Approved drivers must be between the ages of 25 and 65 years with a copy of a valid driver's license on file in the church office.
3. Do not exceed 15 passengers, including driver.
4. All passengers must wear seat belts.
5. Return the van with clean interior and a full tank of gas.
6. Use the church gas credit card to pay for gas or other vehicle expenses.
7. The registration and insurance information are in the van's glove compartment.

8. In case of problems with the van, call the Church Administrator (704-545-6785).
In case of accident, contact _____ Insurance Claims Department:
1-800- XXX-XXXX.

ATTACHMENT 4
Any Baptist Church

CHECKLIST FOR USE OF KITCHEN

1. Before leaving the kitchen, initial each item to check you have done the following, and return to the Church Office.
2. Remove all leftovers and clean up spills from the refrigerators. If they are to be used within the next week and can be frozen, put them in the freezer, if not, take them home with you, discard, or give to a charity organization. Remember: Anything left must be properly labeled (the church will provide labels). Never leave coffee or tea. These must be emptied after each meal. No food. Shall be left in the freezer and refrigerator without prior approval of the Church Kitchen Committee.
3. Dining tables are cleaned, washed and dried.
4. Dishes, glassware, silverware, all cooking utensils, pots and pans - washed thoroughly, rinsed, dried and returned to proper storage areas.
5. All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) and small appliances, (mixers, etc.) cleaned and returned to original/designated area.
6. Sinks- drained, cleaned and rinsed out.
7. Equipment must be turned off (Stove/Ovens, warmers, dishwasher, etc.- turned off) any spills and tops cleaned and cleared of all food and utensils. Make sure the “grease trap/catcher” on grill is cleaned if you use the grill.
8. Trash cans must be emptied and trash liners put back in trashcans. Bags of trash must be taken to the dumpster.
9. Coffee urns- unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.
10. Serving trays- washed and dried thoroughly, before stacking.
11. Dishwasher is turned off and water is drained from it. Dishes and silverware has been removed and returned to proper storage area.
12. Floor cleaned of any spills- swept and/or mopped. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.
13. Make sure pantry is orderly. Nothing placed on the floor. Your designated area should be organized and neat. The “general supply area” is also to be left organized and neat. Make sure any paper goods are closed or wrapped so that they may be used in the future.

14. Used towels, dishcloths and aprons are to be taken home and returned laundered within three days.

15. Fans turned off, lights off and all doors closed.

By doing these things, you are leaving the kitchen as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed, heavily used facility.

Group Name _____

Representative's signature _____

Date _____

ATTACHMENT 5
Any Baptist Church

RULES FOR KITCHEN USE

Refrigerator

1. Do not leave food (perishable) in the refrigerator unless you have received permission from the Church Kitchen Committee to pick it up the next day
2. Label with date and name of organization
3. Clean any spills in the refrigerator
4. Do not leave drinks in plastic pitchers
5. Be sure doors are closed securely

Freezer

1. Wrap properly any food stored in the freezer
2. Label with date and name of organization
3. Food stored in the freezer should be used in a reasonable time

Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled, boiled, or splattered on them
3. Do not lay utensils or spill food on solid cooking surface. This section should be cleaned with a vinegar or olive oil and cleaned with the appropriate scrubbing pad, then wiped dry
4. Griddle should be cleaned as follows after use:
 - a. Use vinegar (or clean water if vinegar is not available)
 - b. Scrape with metal spatula or grill brick to remove residue
 - c. Add olive oil and scrub with scrubbing pad
 - d. Wipe clean
 - e. Add two or three drops of olive oil and spread with a paper towel to leave a coating on the surface
5. Empty all drip pans and wash
6. Check to make sure all burners, oven hood lights and the fan are turned off

Other

1. Wash and put away coffee pots after each use. Empty coffee grounds
2. Leave nothing in sinks, on counters, or in the dishwasher
3. Wash, dry and put away all dishes, silverware and utensils in designated areas
4. Clean up any spills
5. Sweep floor and mop
6. Take dirty dishcloths and potholders home for cleaning and return within three days
7. Take garbage to the dumpster

8. Be sure to put clean bags in the garbage cans

General Rules of Usage

1. See that all doors are locked and all lights are turned off
2. Sign up for Kitchen Use with a Facility Request Form

**ATTACHMENT 6
ANY BAPTIST CHURCH**

GENERAL CLEANING RULES FOR THE KITCHEN

Refrigerator

1. Do not leave food (perishable) in the refrigerator unless it will be used within one week
2. Label with date & name of organization
3. Clean any spills in the refrigerator
4. Do not leave drinks in plastic pitchers
5. Be sure doors are closed securely

Freezer

1. Wrap properly any food stored in the freezer
2. Label with date & name of organization
3. Food stored in the freezer should be used within a reasonable time

Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled or cooked over on them
3. Do not lay utensils or spill food on solid cooking surface. This section should be cleaned with a little

vinegar or olive oil & scrubbed with scrubber (wire covered with handle) and then wiped dry

4. Griddle should be cleaned as follows after use:

Use vinegar (or clean water if vinegar is not available)

Scrape with metal spatula to remove residue

Add olive oil & scrub with scrubber

Wipe clean

Add two or three drops of olive oil & spread with a paper towel to leave a coating on the grill

5. Empty all drip pans & wash
6. See that all burners, oven hood lights & the fan are turned off

Other

1. Wash & put away coffee pots after each use. Empty grounds
2. Leave nothing in sinks, on counters, or in the dishwasher
3. Wash, dry & put away all dishes, silverware & utensils in designated areas
4. Clean up any spills
5. Sweep floor & mop
6. Take dirty dishcloths & potholders home for cleaning & return within one week
7. Take garbage to the dumpster
8. Be sure to put clean bags in garbage cans

General Rules of Usage

1. See that all doors are locked and all lights are off
2. Sign up for Kitchen Use with a Facility Request Form