



Families and Communities Together

Educational Kitchen Terms of Usage

**Application forms must be filled out before kitchen use. Please deliver, fax or mail with ingredient list
Dates and times need to be confirmed with Kitchen Coordinator**

*Due to staff limitations, the kitchen can be used either between the hours of 9:30 -11:30 am
and 1:30 – 3:30 pm. Any deviation or special event must be authorized by coordinator.

A recipe ingredient list needs to be attached to the usage application when submitted

We welcome any group to use the kitchen but expect the following:

- *Usage form with ingredient list must be completed when scheduling a time to use the kitchen
- *Alert the coordinator if any special equipment is needed – including paper plates, take-home containers, zip lock bags, etc..
- *Kitchen must be left in the same condition as found. Please clean all dishes, counters, and equipment, as well as, taking all trash to the dumpster when finished.
- *When bringing clients to work on life skills, please be sure you are prepared to coach them in a manner beneficial to the client. We expect the leader to understand the recipe or skill being taught. The F.A.C.T. staff are happy to answer questions or offer limited assistance when asked.
- *Please contact F.A.C.T. promptly if you cannot make your scheduled time.

Kitchen Usage Form

Name of Client: _____

Name of Life-skill Coach: _____

Organization: _____

Contact Phone Number: _____

Date of Kitchen Use: _____ Time: _____

Ingredient list/recipe attached to this form _____