

FOOD & NUTRITION SERVICES REQUEST FOR USE OF KITCHEN FACILITIES

PROCEDURE FOR REQUESTING THE USE OF KITCHEN FACILITIES:

USE OF CAFETERIA FACILITIES AFTER SCHOOL HOURS

Cafeteria facilities and equipment may be used after school hours by school organizations only if a Food & Nutrition Service employee is hired to work during the time the facility is being used. This is imperative for the safety of all persons as well as for the proper use of food service equipment. The principal must submit a Request for Use of Kitchen Facilities before using the kitchen. The form must be submitted at least two weeks prior to the date of the event.

EQUIPMENT USE

Food and Nutrition Service Equipment shall be used by the School Food Authority only. Requests to use equipment and/or kitchen facility must be submitted to the FNS office using the Request for Use of Kitchen Facilities Form.

TWO WEEKS IN ADVANCE

The Food & Nutrition Service office must receive the Request at least two (2) weeks in advance. Requests received after the two-week deadline may not be approved and are contingent upon staff availability.

DAY OF THE ACTIVITY

The teacher/administrator/group responsible for this activity will be let in to the kitchen area by the staffer assigned. The group understands the role of the staffer is to ensure that equipment is in good working order and only assists the group in setting up for event. The staffer services are not intended for cooking, serving, or general clean up. That is the sole responsibility of the group. Staffer may leave during the event and return when its time to lock up the facility. The group will be billed for the time and duration of the event. There is a minimum order fee of \$25.00 per event.



Food & Nutrition Services After School Use Of Kitchen Facilities

REQUEST FORM

SCHOOL REQUESTED _____

CONTACT PERSON: _____

PHONE #: _____ FAX #: _____

PRINCIPAL SIGNATURE _____

Event/Organization _____

Date of Event _____

Beginning Time _____

Ending Time _____

Names of Food & Nutrition Services Staff Working _____

Pay Source _____
(activity funds, principal account, private pay)

Departmental Approval _____

Policy Guidelines For After School Use Of Kitchen Facilities Will Be Followed.

Fax form to 618-7347 attn: Carmen Ocañas-Lerma

Revised 9/20/2011