

Signature of Person Submitting Request

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Rev. 09/19



**ALDINE INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION SERVICES**

REQUEST FOR USE OF SCHOOL KITCHEN FACILITIES/EQUIPMENT

SCHOOL: _____ DATE: _____

DATE AND TIME OF REQUESTED USE: _____

LIST OF EQUIPMENT NEEDED: _____

CONDITIONS:

- 1) All arrangements must be made through **Valorie Chambers, Catering Manager**, with the approval of the building principal.
- 2) The **Request for Use of School Kitchen Facilities/Equipment** form should be submitted to Child Nutrition Services at least **TEN (10) WORKING DAYS** prior to the requested use.
- 3) If food service equipment [ovens, serving lines, dishwashers, etc.] is needed by an organization, an approved Child Nutrition Services employee must be hired to be present while the facility and equipment are in use. The organization will be billed at designated employee's rate per hour by Child Nutrition Services.
- 4) No equipment is to be moved from the building.
- 5) Kitchens are not available for use until after the cafeteria manager has completed all duties for the day.
- 6) The kitchen must be left clean and in order under the supervision of the cafeteria manager or employee on duty.
- 7) A charge will be made for any equipment that is lost or broken.

These conditions apply to PTO's and all other school organizations.

IRQ# _____ **** (Please follow the process for submitting IRQ#) ****

**** Billing will occur for any hours worked over the original quote. ****

ORGANIZATION REQUESTING USE: _____

PERSON RESPONSIBLE: _____ CONTACT TELEPHONE: _____

APPROVAL

Principal's Signature
09/19

Valorie Chambers, Catering Manager
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