



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 **Lennia Holder, Catering Supervisor**, 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

\_\_\_\_\_  
Lennia Holder, Catering Supervisor

**FOR CHILD NUTRITION SERVICES USE ONLY**

NAME OF CHILD NUTRITION SERVICES EMPLOYEE(S) ASSIGNED FOR FUNCTION:

\_\_\_\_\_  
\_\_\_\_\_

**DO NOT PAY EMPLOYEE. YOU WILL BE INVOICED FOR THIS SERVICE!**

[This form may be copied as needed and is also available online at [www.aldinecafe.com](http://www.aldinecafe.com)]

# CN Catering



## New Payment Process when Requesting Catering Services

- Bookkeeper contacts CN for Quote
- Catering sends Quote to Bookkeeper
- Bookkeeper creates an IRQ Document and emails Quote and IRQ # to ABS Department and Catering
- ABS department approves IRQ Document. (Funds encumbered at this point)
- **Upon Receipt of IRQ#** - Catering provides Service and Invoice
- Bookkeeper forwards the approved Invoice to ABS department who will pay the IRQ document through an IET document