



**CN Catering**  
**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 **CN Catering**, 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 NUMBER TO BE CHARGED: \_\_\_\_\_

ORGANIZATION REQUESTING USE: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_ CONTACT TELEPHONE: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Steve Crisler, Chef-Catering

**FOR CHILD NUTRITION SERVICES USE ONLY**  
NAME OF CHILD NUTRITION SERVICES EMPLOYEE[S] ASSIGNED FOR FUNCTION:

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