

# REQUEST FOR USE OF CAFETERIA EQUIPMENT AND KITCHEN

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

HOURS KITCHEN TO BE USED: FROM \_\_\_\_\_ TO: \_\_\_\_\_

FOOD PREPARATION & SERVICE BY CAFETERIA STAFF. YES \_\_\_ NO \_\_\_

(\$20.00 PER HOUR FEE, WHEN SCHOOL CAFETERIA STAFF IS NEEDED TO SUPERVISE KITCHEN USE OF STOVES, OVENS AND LARGE EQUIPMENT, ETC.)

ATTENDANCE EXPECTED: \_\_\_\_\_

CAFETERIA EQUIPMENT TO BE USED (please check):

<input type="checkbox"/> Cooking utensils	<input type="checkbox"/> Ovens	<input type="checkbox"/> Soap
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Beverage Cooler	<input type="checkbox"/> Others
<input type="checkbox"/> Freezer	<input type="checkbox"/> Dish towels	

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Site Administrator

\_\_\_\_\_  
Student Nutrition Services Director

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## STUDENT NUTRITION SERVICES USE ONLY:

STUDENT NUTRITION SERVICES PERSONNEL ASSIGNED:

\_\_\_\_\_

DATE WORK: \_\_\_\_\_ DATE WORK FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

**Use of Kitchen Fee - \$25.00 per hr**

**Utilities Charge - \$9.40 per hr**

**NOTE:** Organizations will be required to advance estimated costs of payment prior to approval. Please complete application and send to Student Nutrition Services office after it has been approved by a site administrator. Call Student Nutrition Services office at (408) 535-6021 if there are any questions.