



APPLICATION FOR USE OF SCHOOL KITCHEN

Process for Use of School Kitchen for the Purpose of Cooking/Serving
(To be submitted with Facility Use Agreement Form 742)

In order to ensure that adequate staff is available to work the event please complete this form four weeks in advance. This form must be completed if you are using the kitchen to prepare food and/or serving food that involves use of the kitchen. Please complete the following form and return to the Nutrition Services Director, 12414 S. Andrus Rd., Cheney, WA 99004.

When using the kitchen for serving food only, it will be the responsibility of the principal to make sure the kitchen is clean and left in the same condition it was found. If there is a concern, the Nutrition Services Team Member will discuss the concern with the Principal and Nutrition Services Director the day after the event.

KITCHEN USAGE EXPECTATIONS

1. Please arrive in the kitchen at the time that is designated on the application for use of the kitchen.
2. If children are going to be in the kitchen, please keep the children away from ovens, steam tables and the dish machine. These items can be dangerous.
3. Please leave the kitchen the way you found it. Wipe down the tables and clean all dishes that are used.
4. Please do not use school supplies such as paper products. If you need to purchase paper products from the district, please let the Nutrition Services Director know prior to using the kitchen.
5. If you are cooking, a Nutrition Services Team Member must be present for the entire time the kitchen is used. The Nutrition Services Team Member is responsible for making sure that the equipment is used properly and for supervision purposes. The Nutrition Services Team Member is not responsible for food preparation.
6. If a Nutrition Services Team Member needs to be responsible for food preparation, please discuss the expectations with the Nutrition Services Director prior to using the kitchen.

Date	Day of Week	Start/End Time	Age Group

Will you be using kitchen equipment? Yes No

If yes, please list event needs and event details:

 Cheney Public Schools Representative Date
 Events Scheduler: 509-559-4902

Organization: _____
 Contact Name: _____
 Address: _____

 Nutrition Services Director Date

Phone: _____
 Email: _____
 Signature: _____