## School Kitchen Usage Request Form

WESD Nutrition Services 602-896-5235

(RETURN FORM TO YOUR SCHOOL'S CAFETERIA FOR APPROVAL 3 weeks prior to event.)

WESD Site/School:	Organization Requesting Kitchen Use:	
	organization requesting riterien use.	
Organization Representative/Contact:	Contact Number:	Contact E

A: Equipment to be used: *May not be available at all sites.			
No Equipment to be usedOvenHot Holding CartGrill*(permit/variance may be required)			
MixerSteamer*Kettle*Sheet PansFull-Size PansSpoonsKnives			
Serving Line with Hot/Cold Wells			
B: Storage area(s) to be used:			
No Storage RequiredStoreroomFreezerWalk-In RefrigeratorPrep Area			
C Access to Kitchen is requested: NO food service equipment, smallware or storage areas will be used.			
Hand Sinks3-compartment SinksCartsServing Line (without heat/cooling)			
D: Expendable products in Kitchen that can be ordered at a cost to you:			
Disposable TraysPlastic UtensilsPaper GoodsDisposable GlovesPlastic Wrap/Foil			
Dish Soap/Cleaning suppliesAdditional Items Needed			
Please do not use expendable products that are available in Kitchen that you did not order, fees will apply.			

When specified equipment is used (Section A) use of the Kitchen is not permitted unless an authorized WESD Nutrition Staff Employee is present to supervise the operation of equipment and safeguard food and supplies. A Kitchen Facilities usage fee of \$26.00 per hour will be charged for each Nutrition Service Employee needed for the event. There is a 2 hour minimum.

When specified equipment or storage areas (Section B and/or C) are used, a Nutrition Service Employee does not have to be on duty. A **Kitchen Usage Form is still required** and the organization representative assures safeguarding equipment and cleaning the premises. Additional fees may apply if additional cleaning by Nutrition Services is needed or losses due to damages.

Food brought into the Kitchen must come from an approved food vendor.

A confirmation e-mail will be sent to you regarding approval of Kitchen Usage and fees. For all other special events held outside of the Kitchen area, the organization representative should contact Maricopa County Environmental Services Department, 602-506-6980, <u>http://maricopa.gov/EnvSvc/</u> to obtain permit/variance