

TO YOUR SCHOOL'S CAFETERIA FOR APPROVAL

WESD Site/School:	Organization Requesting Kitchen Use:	:
Organization Representative/Contact:	Contact Number:	Contact E

Equipment to be used: *
<input type="checkbox"/> No Equipment to be used <input type="checkbox"/> Oven <input type="checkbox"/> Hot Holding Cart <input type="checkbox"/> Grill*(permit/variance may be required)
<input type="checkbox"/> Mixer <input type="checkbox"/> Steamer* <input type="checkbox"/> Kettle* <input type="checkbox"/> Sheet Pans <input type="checkbox"/> Full-Size Pans <input type="checkbox"/> Spoons <input type="checkbox"/> Knives
<input type="checkbox"/> Serving Line with Hot/Cold Wells
Storage area(s) to be used:
<input type="checkbox"/> No Storage Required <input type="checkbox"/> Storeroom <input type="checkbox"/> Freezer <input type="checkbox"/> Walk-In Refrigerator <input type="checkbox"/> Prep Area
Access to Kitchen is requested: food service equipment, smallware or storage areas will be used.
<input type="checkbox"/> Hand Sinks <input type="checkbox"/> 3-compartment Sinks <input type="checkbox"/> Carts <input type="checkbox"/> Serving Line (without heat/cooling)
Expendable products in Kitchen that can be ordered at a cost to you:
<input type="checkbox"/> Disposable Trays <input type="checkbox"/> Plastic Utensils <input type="checkbox"/> Paper Goods <input type="checkbox"/> Disposable Gloves <input type="checkbox"/> Plastic Wrap/Foil
<input type="checkbox"/> Dish Soap/Cleaning supplies <input type="checkbox"/> Additional 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. _____ 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.
