



# REDLANDS UNIFIED SCHOOL DISTRICT

## Kitchen Use Request Form

**Please submit this form a minimum of three (3) weeks prior to the event.**

All food and supplies shall be furnished by said group. No food or supplies may be purchased from cafeteria stock.

At least one food service staff member, assigned by the Child Nutrition Services Manager, shall be present and on duty at all times during any kitchen use. The chargeable personnel costs associated with this personnel assignment shall be based on current daily/hourly rates, including overtime rates and employee benefit costs.

The Child Nutrition Services staff member assigned to the kitchen, shall be responsible for advising the group of the proper use of all kitchen equipment, and shall see that district property is protected and that district supplies are not used. Use of kitchen facilities shall be confined to adults.

Child Nutrition Services personnel shall not assume responsibility for the preparation or serving of food or cleaning of facilities.

Kitchen facilities shall be left in a clean and orderly condition by the user. Failure to do so is sufficient cause for denying future use to that organization and the organization shall be charged for the labor involved in returning the kitchen to district standards.

***I have read AR 1330 - Use of Facilities Regulations (initial [redacted]) and agree to comply with all school district and school rules and regulations.*** Failure to comply with these rules and regulations is cause to cancel future meetings or functions of the organization.

Site:		Application Date:	
Event Date:		Event Name:	
Organization:		Number of Attendees:	
Authorized Representative:		Phone:	Email:
Billing Address:			
Describe type of function (ie. serving prepared food only, on-site preparation, food types, etc.):			
Set-up Start Time:	Event Start Time:	Event End Time:	Clean-up End Time:

Applicant Signature (above name) \_\_\_\_\_

PRS Req #	Account #
-----------	-----------

CNS Review:
Date:

Principal/Site Administrator Approval \_\_\_\_\_