



School Kitchen Usage Request Form

LSSD Nutrition Services

425 335-1614

Please complete and return to Communications Department

LSSD Site/School:	Organization requesting kitchen use:	Today's date:
Organization representative/contact:	Contact telephone number:	Contact e-mail:
Type of event:	Date of event:	Expected attendance:
Set up begins: _____ Event begins: _____	Approximate time event ends: _____ Approximate clean-up ends: _____	Expected number of kitchen volunteers who will be assisting from your organization: _____

Type of food and/or drink to be prepared and served:

Are you using a caterer? Yes [] No []

If yes, please include business name and contact: _____

A. Equipment to be used: *May not be available at all sites.

Use of any kitchen equipment requires the presence of an authorized Lake Stevens School District Food and Nutrition Services employee to supervise the operation of equipment and safeguard food and supplies. A kitchen facilities use fee of \$32 per hour will be charged for each staff member needed for the event. There is a two-hour minimum.

no equipment
 oven*
 hot holding cart*
 mixer*
 steamer*
 kettle*
 sheet pans*
 full size pans*
 serving spoons (knives and other smallwares)
 serving line with hot/cold wells
 mechanical dishwasher
 ice machine*
 3 compartment sinks*

B. Access to kitchen is requested: NO food service equipment, smallware or storage areas will be used.

hand sinks
 water compartment sink
 counter (without heating or cooling)

If access is limited to the above three items, a Food and Nutrition Services employee does not need to be on duty. A kitchen use form is still required and the organization representative assures safeguarding equipment and cleaning of the premises. Additional fees may apply if cleaning is necessary, if kitchen based supplies are used, or if any damage occurs.

C. Expendable products in kitchen should be considered, purchased and brought to the event by your organization.

These include disposable trays, plastic utensils, paper goods, disposable gloves, plastic wrap/foil, dish soap, cleaning supplies, disposable containers, aprons, napkins and any other additional items needed. Please do not use any expendable products in the kitchen. You will be charged for anything that is used and/or damaged.

D. Catering. All food must be purchased from a reputable vendor. Health department rules prohibit food produced in private homes to be used or offered for human consumption in a school kitchen.

E. Storage. All food and supplies need to arrive on the day of the event and a member of the organization must be present to take delivery. The kitchen facilities have limited storage space and refrigeration/freezer capacity.

I agree to all terms and conditions above:

Signature of organization representative: _____ Date: _____

Nutrition Services staff Assigned _____
Estimated fees (@ \$32/hr) _____ = total \$ _____
Approved: _____

Questions? Contact Mollie Langum, Food and Nutritional Services Supervisor at mollie_langum@lkstevens.wednet.edu.