

UNIFIED SCHOOL DISTRICT #325 PHILLIPSBURG

CENTRAL KITCHEN EQUIPMENT USE

We, the undersigned, agree to arrange for instructions in the proper use of any central kitchen equipment. Arrangements are to be made with the director of food services prior to the date of use and at a time convenient for the central kitchen staff.

We agree to follow the cleaning instructions and will leave the kitchen as clean as it was found. All equipment will be cleaned and stored properly. The food service director will be notified immediately regarding any damage or loss of equipment. Lost or damaged equipment is the responsibility of the undersigned representative.

A fee will be charged for the food service staff member on duty as follows:

\_\_\_\_\_ On-call staff member. There is to be a kitchen staff member available to answer questions over the phone and/or come to the central kitchen to help with a problem. At the end of the day, the staff member is to be notified and is to inspect the central kitchen prior to the user leaving. Charge - **\$35.00**

\_\_\_\_\_ On-duty staff member. There is to be a kitchen staff member on the premises at all times, to act in a supervisory capacity. Charge - **\$40.00 up to 5 hours - \$80.00 for 5 hours or more**

\_\_\_\_\_ On-duty staff member. There is to be a kitchen staff member on the premises at all times, to help in food preparation and act in a supervisory capacity for clean up. Charge - **\$50.00 up to 5 hours - \$100.00 for 5 hours or more**

\_\_\_\_\_ The fee will be waived.

**All fees will be billed through the Board of Education office, and payment will be expected upon receipt of billing.**

\_\_\_\_\_  
Signature of person requesting use of facility

\_\_\_\_\_  
Date Request was filed

\_\_\_\_\_  
Person/ Address for billing if applicable

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date Approved by Building Principal

\_\_\_\_\_  
Food Service Director

\_\_\_\_\_  
Date Approved by FSD

USE OF FACILITIES  
Central Kitchen      Usage of Equipment

Date of Request for Use \_\_\_\_\_ DATE OF USE \_\_\_\_\_

TYPE OF ACTIVITY / PROGRAM \_\_\_\_\_

SPONSORING GROUP \_\_\_\_\_

GROUP PREPARING FOOD / USING KITCHEN \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ PHONE \_\_\_\_\_

HOURS KITCHEN TO BE IN USE \_\_\_\_\_

CENTRAL KITCHEN EQUIPMENT REQUESTED FOR USE

	YES	NO	AMOUNT
Ovens			
Warming Cabinets			
Reach-In Refrigerator			
Walk-In Refrigerator			
Walk-In Freezer			
Steamer			
Tilting Skillet			
Steam Jacket Kettle			
Dish Machine			
Other			
Serving Trays			
Silverware-Spoons			
Forks			
Miscellaneous Pots and Pans: List items needed & amount			
Electrical Equip. (Provided by group) List items needed			