



## School District of Clear Lake Kitchen Use Form

(To be completed in conjunction with the Building Request Form)

Date: \_\_\_\_\_

Organization and Responsible Party \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Requested Use Date: \_\_\_\_\_ Time: \_\_\_\_\_ Elementary \_\_\_\_\_ High School \_\_\_\_\_

Kitchen Equipment requesting to use/borrow: (please be specific)

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### Kitchen Use Criteria

- Request permission two weeks prior to event being held.
- Request prior permission from Food Service Director to store food in refrigerator/freezer.
- Any equipment and utensils used must be thoroughly cleaned using soap and water.
- The equipment used will be sanitized by the Food Service Staff prior to next use.
- Serving utensils need to be left on the counter in the dish room to be sanitized by the Food Service Staff prior to next use.
- Floors must be swept and mopped.
- Make sure all ovens, stoves, coffee pots, etc. are turned off.
- Make sure cooler and freezer are closed tightly.
- No children under age 12 allowed in kitchen.

A member of the Food Service Staff must be present in the kitchen if you plan to use any of the following equipment during a function/event: deck ovens, convection ovens, hot holding equipment, gas cook top, steam jacketed kettle, mixer, and steamer.

Rental Costs: Kitchen & Cafeteria \$25 plus one cook cost

\_\_\_\_ Yes, I agree to the above criteria.

\_\_\_\_\_  
Contact's Signature

Approved by: \_\_\_\_\_  
Elementary Principal

Or \_\_\_\_\_  
High School Principal

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

Cc: to District Office when billing is required.