

Kitchen Use Form – So. Washington County Schools

Due to health, safety and liability issues, District 833 does not allow any food preparation in the kitchens without a licensed food service employee on site – approved by the Food and Nutrition Director. If food preparation is done on site, and you do not have a licensed food service person to supervise, we will hire a food service staff person to assist your organization with all costs being billed back to you. There must be a licensed person on staff during the entire usage of the kitchen. Children are not allowed in the kitchen at any time.

To request the use of equipment, please use the check list below. No other items should be used without prior authorization. If equipment is not returned or is damaged, your organization will be invoiced for the repair/replacement price listed below. Please note that not all equipment is available at all schools.

Number Requested	Number Returned	Equipment Available	Replacement Cost
		Disher	\$10.00
		Cobbler Pan	\$50.00
		Knife - Bread Slicing	\$30.00
		Knife - Paring	\$15.00
		Serving Spoons	\$15.00
		Spatula	\$7.00
		Cutting Board	\$20.00
		Turner - Pancake	\$8.00
		Tray - Compartment	\$3.00
		Sheet Pan - 18x26	\$50.00
		Coffee Pot - 100 cup	\$175.00
		Serving Push Cart	\$1,000.00
		Milk Cooler - 8 cases	\$4,000.00
		Ice Cream Freezer	\$6,000.00
		Warmers - Crescor	\$3,500.00
		Large Bowls - 13 qt. SS	\$75.00
		Pizza Cutter	\$12.00
		Steam Table - 3 wells	???

The following cleaning supplies will be put on the counter if requested; the rental charges listed will be assessed.				
Number Requested	Number Returned	Items Available	Charge	Replacement Cost
		Towels	\$.50 each	\$5.00
		Dish Soap	\$2.00	\$10.00

Equipment usage walk through completed? Date: _____

Please check off the following upon completion of your event. The kitchen must be left in the same condition it was found. Charges may be assessed for any follow up cleaning that is required.		
Renter	Kitchen Staff	To be completed
		Counter tops clean?
		No scratches on counter from knives?
		Cutting boards clean?
		Sink clean and wiped down?
		Coffee pot cleaned?
		All equipment cleaned and returned?
		Custodians contacted to sweep, mop, empty trash and lock up?

Signature of renter: _____

Date: _____

Deposit Required? _____

Amount: \$ _____

Deposit returned within 2 months

Copies to: Food and Nutrition Director, Kitchen staff, Community Education, User

Revised 6/2007