



ALDINE INDEPENDENT SCHOOL DISTRICT  
CHILD NUTRITION SERVICES

**REQUEST FOR USE OF SCHOOL KITCHEN FACILITIES/EQUIPMENT**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE AND TIME OF REQUESTED USE: \_\_\_\_\_

LIST OF EQUIPMENT NEEDED: \_\_\_\_\_

**CONDITIONS:**

- 1) All arrangements must be made through **Dani Sheffield, Executive Director of Child Nutrition Services**, with the approval of the building principal.
- 2) The **Request for Use of School Kitchen Facilities/Equipment** form should be submitted to Child Nutrition Services at least **TEN [10] WORKING DAYS** prior to the requested use.
- 3) If food service equipment [ovens, serving lines, dishwashers, etc.] is needed by an organization, a Child Nutrition Services employee from the facility **must** be hired to be present while the facility and equipment are in use. The organization will be billed at **\$10.00 per hour** by Child Nutrition Services.
- 4) No equipment is to be moved from the building.
- 5) Kitchens are not available for use until **after** the cafeteria manager has completed all duties for the day.
- 6) The kitchen must be left **clean** and **in order** under the supervision of the cafeteria manager or employee on duty.
- 7) A **charge** will be made for any equipment that is **lost or broken**.

**These conditions apply to PTO's and all other school organizations.**

ORGANIZATION REQUESTING USE: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_ CONTACT TELEPHONE: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Dani Sheffield, Executive Director, CNS

<b><u>FOR CHILD NUTRITION SERVICES USE ONLY</u></b>	
<b>NAME OF CHILD NUTRITION SERVICES EMPLOYEE[S] ASSIGNED FOR FUNCTION:</b>	

**DO NOT PAY EMPLOYEE. YOU WILL BE INVOICED FOR THIS SERVICE!**

[This form may be copied as needed]