

**Rush City Public Schools**  
**Kitchen Usage Request Form**

Date of Request: \_\_\_\_\_

Organization requesting use of kitchen: \_\_\_\_\_

Organization representative/contact: \_\_\_\_\_

Representative/contact phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event/Activity: \_\_\_\_\_ Event date: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Type of food and drink to be prepared and served: \_\_\_\_\_

Please select kitchen access level and supplies needed:

\_\_\_ A. Full Access at \$25 per hour.

Includes Food Service employee with authorized access to freezer and use of ovens.

\_\_\_ B. Limited Access.

Includes access to sink and prep area when custodians are on duty. Cleanup is responsibility of organization utilizing the kitchen and will be inspected and locked by a custodian.

\_\_\_ C. Expendable products in kitchen that can be ordered at a cost to you: (if available from supplier)

\_\_\_ Disposable trays \_\_\_ Plastic utensils \_\_\_ Paper goods \_\_\_ Disposable gloves

\_\_\_ Plastic wrap/foil \_\_\_ Dish soap/cleaning supplies

\_\_\_ Additional items needed: \_\_\_\_\_

**~ Please do not use expendable products that are available in the kitchen that you did not order.**

+++++

- When specified equipment is used (Section A) use of the kitchen is not permitted unless an authorized Food Service employee is present to supervise the operation of equipment and safeguard food and supplies.
- When limited access (B) is used, a Food Service employee does not have to be on duty. **A Kitchen Usage Request Form is still required** and the organization representative assures cleaning the premises. Additional fees may apply if additional cleaning by Food Services is needed or losses due to damages.
- **UNDER NO CIRCUMSTANCES ARE CHILDREN/STUDENTS UNDER THE AGE OF 18 ALLOWED IN THE KITCHEN.**
- Food cannot be brought into the kitchen unless from an approved retail/wholesale source.
- All food items brought into the kitchen must be in original containers.
- Food items are not to interfere with the everyday operation of the kitchen or create safety concerns.
- Thoroughly wash hands before preparing or serving food.
- Handle and serve food only in a clean and safe environment.
- Wear plastic gloves when preparing and serving foods.
- Sanitize all preparation areas by washing surfaces with bleach water.

**FOOD PRODUCED IN PRIVATE HOMES MAY NOT BE USED OR OFFERED FOR HUMAN CONSUMPTION IN A SCHOOL KITCHEN AS A LICENSED ESTABLISHMENT.**

***I AGREE to all terms and conditions listed above.***

Signature of Organization Representative: \_\_\_\_\_

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

<b>Rush City Food Services Use Only:</b> Food Services employee assigned/time: _____ Total estimated fees: Total hours X \$25 = \$ _____ + Supplies _____ = Total \$ _____ Approval: _____	
---	--

**Food Services employee assigned/time:** \_\_\_\_\_

**Total estimated fees: Total hours X \$25 = \$\_\_\_\_\_ + Supplies \_\_\_\_\_ = Total \$\_\_\_\_\_**

Approval: \_\_\_\_\_