

M.S.A.D. NO. 72

USE OF KITCHEN FACILITIES

Do you need to use any kitchen equipment such as oven, stove, meat slicer, refrigerator, etc.?

YES* NO

*If **YES**, it may be necessary to have a member of the M.S.A.D. No. 72 kitchen staff present in the kitchen when it is being used. You will be charged for labor based upon actual personnel cost plus benefits.

NAME OF PERSON REQUESTING USE: _____

NAME OF SCHOOL _____

DATE OF FUNCTION _____

TIME KITCHEN WILL BE USED From: _____ To: _____

EQUIPMENT TO BE USED _____

Please check the following list before leaving the kitchen:

1. All surfaces which have been used need to be wiped with bleach water to sanitize them.
2. The floor has to be swept and washed.
3. The kitchen needs to be left in the same condition prior to usage.

THANK YOU FOR YOUR COOPERATION.

OFFICE USE ONLY	
KITCHEN STAFF NOTIFIED: _____	
DIRECTOR APPROVAL: _____	
DATE: _____	
<input type="checkbox"/> NO FEE	<input type="checkbox"/> *FEE: - ESTIMATE SHOULD BE COMMUNICATED INITIALLY TO FACILITES DIRECTOR. - NOTIFY OFFICE MANAGER OF HOURS TO CALCULATE FOR FINAL INVOICE.
RETURN SIGNED FORM THE SCHOOL SECRETARY	