

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

APPLICATION FORM FOR KITCHEN USE

To be filed in accordance with Administrative Procedures #8120.1 Regarding Use of School Facilities

DATE OF APPLICATION: _____ DATE OF EVENT: _____

NOTE: If your event requires a temporary permit, a copy of the approved permit must be included with this application or it will be returned to you.

NAME OF ORGANIZATION: _____

FOOD SERVICE FACILITY LOCATION (SCHOOL): _____

WHICH AREA(S) WILL YOU BE USING FOR YOUR EVENT? Kitchen Dining Area

WHICH OF THE FOLLOWING WILL BE USED?

- Serving Utensils such as ladles, spoons, tongs, etc.
- Preparation Equipment such as mixing bowls, cutting boards, etc.
- Cooking/Baking Equipment (please specify):

TIME FOOD SERVICE IS TO BEGIN: _____ TIME FOOD SERVICE IS TO END: _____

MENU: _____

ESTIMATED NUMBER OF MEALS TO BE SERVED: _____

PLEASE INDICATE THE GROUP'S PLANS FOR THE FOLLOWING:

- Serving the food: _____
- Cleaning up in dining and/or kitchen areas: _____
- Decorating the dining area (The Food Service Department reserves the right to restrict the use of decorations in the dining area. No decorations are permitted in the kitchen area.): _____

NUMBER OF CAFETERIA PERSONNEL NEEDED TO WORK AT THIS FUNCTION:* _____

*You will be assessed an hourly fee for cafeteria personnel. A minimum of 2 hours will be charged. Please see Procedure #8120.1 for fees and additional information.

Community #8120.4

Procedures Written: 8/12/76

Procedures Revised: 10/8/87, 5/14/98, 1/13/05, 11/13/09, 2/12/15; 12/10/18; 11/3/21; 6/26/24

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Signature of the Responsible Individual

Print or Type the Name of the Responsible Individual

Mailing Address

Phone Number

The above individual is a representative of our organization and has my authorization to expend money and funds for this event.

Signature of Chief Officer, Title

Print or Type the Name of Chief Officer, Title

Date

APPROVED

DENIED

COMMENTS: _____

Signature of Supervisor of Child Nutrition

Date