

CATHOLIC CENTRAL HIGH SCHOOL
Facility Request Form

Date of Request: _____

Name of Requisitioner: _____

Contact Person's Phone No(s): _____

Department/Organization: _____

Name of Event: _____

Day & Date of Event: _____ Time: _____

Specific Area/Room Being Requested: _____

IS SET-UP NEEDED? Yes _____ No _____ Set-Up Time: _____
If yes, a floor plan must be attached; otherwise, your request will be denied.

Special Instructions: _____

- **CATHOLIC CENTRAL HIGH SCHOOL IS AN ALCOHOL-FREE AND TOBACCO-FREE CAMPUS.**
- Requests for permission to reserve a section of the Catholic Central High School facility must be made **two weeks in advance** through the Principal's Office.
- Total set-up of tables, chairs, mikes, tarp, bleachers, podium, table, lights, etc., is handled by the Maintenance Department.
- A floor plan, including specific instructions, must be provided with this request.
- A set-up time must be provided for any event requiring unique decorations.

Use of Kitchen

Date of Kitchen Usage: _____ Time: _____

What Cooking Equipment Will Be Used: Oven _____ Grill _____ Deep Fryer _____

Use of Cafeteria / Use of Kitchen & Equipment

We ask your help in ensuring that the cafeteria and kitchen equipment remain clean and orderly. The cafeteria and use of any kitchen equipment **must** be cleaned after each event. The failure to maintain the cafeteria and kitchen equipment (including the ice machine) will result in additional costs to the School (additional labor costs by the School's custodial staff or time incurred by the School's outside food service provider). This cost will be billed to the club or group sponsoring the event.

Kitchen Clean-Up Check List

- Counters wiped and cleaned with a sanitized solution.
- Dish sink cleared of all cooking and catering equipment and washed out with a sanitized solution.
- Prep sinks cleared of all food particles and washed out with a sanitized solution.
- Stoves and ovens should be cleaned of all food debris after usage and cleaned with a sanitized solution.
- Deep fryer cleaned after usage of all food debris.
- Floors swept and mopped with a floor cleaner.

TruFood is not responsible for any equipment left behind. All leftover food must be removed from the kitchen the night of the event. **The freezer and refrigerator in the kitchen area CANNOT be used.**

_____ Date

_____ Principal

DISTRIBUTION

- | | |
|----------------------------------|---------------------------|
| - Advancement & Alumni Relations | - Learning Commons |
| - Art Department | - Maintenance Department |
| - Athletics Department | - Music Department |
| - Campus Ministry (Chapel) | - Office of The Principal |
| - Dads' Club Moderator | - Student Activities |
| - IT Department | - TruFoods (Cafeteria) |