



Use of Kitchen Requests

Groups requesting the use of a kitchen must complete a Kitchen Use Application and Invoice form, located on the district website: www.nclack.k12.or.us. Click on "About Us" - under the "Departments" section, choose "Nutrition Services," and click on "Use of Kitchen Request," to find this form.

The Kitchen Use Application is completed and submitted to the building Principal. These requests are reviewed and approved or denied by the building principal.

If use of the kitchen is approved, the following steps must be followed:

1. Nutrition Services needs to be sent a copy of the Kitchen Facility Use form, ASAP, at collinsg@nclack.k12.or.us. Then, the Nutrition Services Management and the building Principal can determine any logistics needed for the event.
2. The building Custodian needs to be involved and informed ASAP, at walla@nclack.k12.or.us.
3. A Nutrition Services cook must be hired to be present for the event. (Only a building principal may over-ride this requirement and is noted on the Kitchen Use Application and Invoice form.)
 - o Please note; if a Nutrition Services employee is needed to oversee the event, the Nutrition Services Management will schedule an employee(s) to oversee the event and establish the cost associated with the required labor hours.
4. If food is being prepared and a Nutrition Services employee is not present, at least one member of the renting group must provide proof of a Food Handlers Certificate.
5. A school representative will be required to collect payment for the associate labor cost from the group, and ensure the payment is deposited into the Nutrition Services Budget Code: 230.3120.0112.650.000.0000.

Please refer any further questions to Greg Collins at the Nutrition Services Department at 503-353-6068.

Kitchen Use Application and Invoice

Fees are due in advance. Make checks to North Clackamas School District. Payment to be submitted to the office of the school that you are requesting use.

Applicant Information

Organization: _____ Contact/ Signee: _____

Address: _____ Date: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Day Phone: _____ Evening Phone: _____

Purpose: _____

Date(s) of Use:	Time Requested (start & End)	School Kitchen

Kitchen Equipment and services requested:

Refrigeration Freezer Dishwasher Oven Hot Well Warmer

Other: _____

The undersigned hereby agrees to comply with all regulations governing the use of the facility as established by the Board of Education of North Clackamas School District. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damages, accidents, and personal injury arising out of use of the facility and agrees to indemnify and hold harmless the School district, its Board of Directors and staff from and against all claims. Applicants may be required to provide proof of insurance.

Print name

Signature

Office Use:

Tier: Rate/hour: \$ _____ # hours _____ = \$ _____

Staff: Rate/hour \$ _____ # hours _____ = \$ _____

Staff: Rate/hour \$ _____ # hours _____ = \$ _____

INVOICE DUE = \$ _____ Invoice Paid Cash Check # _____

Sent to Nutrition Services collinsg@nclack.k12.or.us

Sent to Custodial walla@nclack.k12.or.us

Comments: _____
