



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

NUTRITION SERVICES

1305 CHARLES STREET FAIRBANKS, ALASKA 99701

(907) 451-1004 FAX (907) 374-8721 EMAIL FOODSERVICE@K12NORTHSTAR.ORG



FNSBSD'S KITCHEN USE AGREEMENT APPLICATION

Application must be received a minimum two weeks prior to event!

Nutrition Services (NS) reserves the right to refuse access to a kitchen.

Group Name _____ Event _____

School Location _____ Date(s) _____ Time(s) _____

Application will be returned if DATE and TIME is not completed!

Type of Use – Please mark with an 'x':

_____ DEC approved temporary food permit or exemption must be attached (DEC phone 451-2120) at time of submittal; application will not be approved without the documentation

_____ No equipment needed (will be bringing all items) – using facility only

_____ Serving utensils, pans, coolers, freezers, and sinks will be used (coordination with the kitchen manager required)

_____ Steam table, ovens (except at Ryan Middle School), stove, and cabinet warmers will be used – training must be provided by an NS employee prior to use. Training is scheduled for _____ with _____).

_____ Dishwasher, steam kettles, ovens at Ryan Middle School, meat slicer, food processor, and mixer – a NS employee is required to supervise equipment use.

By signing, you acknowledge that:

- 1. the facility and equipment shall be left in the same condition it was found – counters and floors clean, garbage removed, equipment clean and returned, etc. Any cleaning required after the event may incur additional expense for the group.
2. any equipment/small wares found damaged or missing after a function will be billed. Kitchens keep an inventory of their current supply to ensure all items are returned. If a FNSBS nutrition services employee is required, the group will be charged the related expenses.

Print Group Contact Name/Position _____ Authorized Group Contact Signature _____

Mailing Address _____ Telephone & Email Address _____ Date _____

Office Use: Nutrition Services Director Approval & Date: _____

_____ Date original application returned

_____ Date approved application copy & kitchen use policy given to group representative