

Food & Child Nutrition Services

## After School Use Kitchen Facilities Request Form

SCHOOL REQUESTED

\_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

PHONE #:

\_\_\_\_\_

FAX #:

\_\_\_\_\_

PRINCIPAL SIGNATURE:

\_\_\_\_\_

SIGNATURE DATE

\_\_\_\_\_

EVENT/ORGANIZATION

\_\_\_\_\_

DATE:

\_\_\_\_\_

BEGINNING TIME:\_\_\_\_\_ENDING TIME:\_\_\_\_\_

FOOD SERVICE EMPLOYEE(S) WORKING:

\_\_\_\_\_

SECONDARY PAY SOURCE LINE CODE:\_\_\_\_\_

**If the function is sponsored by the school PTA, please attach the Employee Special Service Time Report.  
Approval will be given by the Food & Child Nutrition Services department with the understanding that policy  
guidelines for after school use of kitchen facilities will be followed Attn:**

**Valerie Cheatham (vacheatham@dallasisd.org)**

**Phone # (214) 932- 5544 Fax # (214) 932-7500**