

CNS BBQ Grill Services Request Form

PH: 253-931-4972 | E: childnutrition@auburn.wednet.edu | Fax: 253-931-4835 | A: [1302 4th Street SW Auburn WA 98001](https://www.auburn.wednet.edu)

Effective September 2025

BBQ Grills are only Available for ASD Events (not available for community use)

Grill and accessories (utensils, cleaning kit, and hand-wash station) **must** be returned clean (ready for the next person's use) to avoid additional fees.

If grill and/or accessories are not clean when returned, a cleaning fee (**minimum \$50**) will be assessed*

All requests for use of BBQ grills are coordinated through the Child Nutrition Services office. For assistance with a request to reserve a grill, please contact Kristi Minton at CNS (Kminton@auburn.wednet.edu) 253-931-4972. Please provide the information requested below (to Kristi) in person, by district mail, or via e-mail (scanned).

Date _____ Person requesting BBQ Grill _____

Person (name/title) in charge of this event _____

Address _____

Phone number (_____) _____ E-mail _____

Function _____ Date of event _____ Hours (start and end time) _____

Is this a ☐ private or ☐ public Auburn School District event?

(A Private event means there is no written or announced advertising. A Public event could be announced in one or more ways, i.e., newsletter, flyer, bulletin, letter from principal or hosting group, reader board, website, app, etc.)

BILL TO _____

Include account code for Auburn SD billing: _____

Will CNS staff member be working at this function? ☐ Yes ☐ No

No If yes, how many hours? _____

If no, has a health department permit (different from food handler permit) been obtained? ☐ Yes ☐ No

Where is food being purchased – OR – is food being ordered through kitchen manager? _____

Who is preparing food? _____

Special instructions/details (such as location for delivery of grill) _____

* Cleaning Instructions

1. If you line the drip pans with foil before adding water, it will make clean up easier! BEFORE you use the BBQ, put water in the drip pans (one below each side of the grill).
2. After you are done grilling and BEFORE the BBQ cools, clean the HOT grill top with a scrub pad. Be sure you remove all left-over food particles.
3. After the BBQ COOLS, clean stainless-steel shelves around the grill and the top and sides of the grill.
4. Empty water from the drip pans. If you have lined pans with foil, discard foil. Scrape food and grease from pans into garbage can and then wash with hot, soapy water and rinse. The hand-wash station and utensils clean up nicely with hot, soapy water.
5. Return all clean equipment with the **sparkling clean BBQ Grill!**