

# Maple River Schools

Facility Use Contract for all Kitchens Fax # 524-3532

EMAIL: [hehlke@isd2135.org](mailto:hehlke@isd2135.org)

**Request for facility use of all kitchens must be received 5 business days prior to event.**

Date Submitted \_\_\_\_\_

Date Received \_\_\_\_\_

## DATE & TIME

SETUP DATE FOR ACTIVITY \_\_\_\_\_ TIME \_\_\_\_\_ am pm

DATE ACTIVITY BEGINS \_\_\_\_\_ TIME \_\_\_\_\_ am pm ENDS \_\_\_\_\_ am pm

CONTACT PERSON \_\_\_\_\_

ACTIVITY \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**A KITCHEN SUPERVISOR MUST BE IN ATTENDANCE WHEN USING ANY OF THE FOLLOWING ITEMS: *Please check all items that you will be using.***

- \* \_\_\_\_\_ Dishwasher
- \* \_\_\_\_\_ Stove Top Burners
- \* \_\_\_\_\_ Ovens
- \* \_\_\_\_\_ Steam Tables
- \* \_\_\_\_\_ Warmers
- \* \_\_\_\_\_ Steamers
- \* \_\_\_\_\_ Steam Jacket Kettle
- \* \_\_\_\_\_ 3 Compartment Sink/Water Heater

**A KITCHEN SUPERVISOR MUST BE IN ATTENDANCE IF USING A CATERER AND THEY WILL BE USING ANY OF THE ABOVE ITEMS LISTED.**

CATERER: \_\_\_\_\_ phone \_\_\_\_\_

*Please check all items that you will be using.*

**ITEMS THAT CAN BE USED WITHOUT A KITCHEN SUPERVISOR IN ATTENDANCE: *Please check all items that you will be using.***

- \* \_\_\_\_\_ Counter Tops
- \* \_\_\_\_\_ Sinks
- \* \_\_\_\_\_ Serving Utensils
- \* \_\_\_\_\_ Milk Cooler
- \* \_\_\_\_\_ Coffee Pots (\$10.00 fee charge to non-school organizations or functions)
- \* \_\_\_\_\_ Silverware (forks and spoons only)
- \* \_\_\_\_\_ Dish Clothes & Towels (\$5.00 laundry fee)

Additional Request: \_\_\_\_\_