

**EVANSVILLE SCHOOL DISTRICT
REQUEST FOR KITCHEN USE**

A group or organization that wants to use any of the kitchens within the school district is required to fill out a request and submit it to the Food Service Director no less than 24 hours prior to the event. If any equipment is going to be used or food preparation is going to occur, a Food Safety Certified employee must be present. The group or organization will be billed an hourly rate for that employee to supervise the event. Any non compliance violates the Rock County Health Code.

Name of Organization _____

Contact in Charge _____

Contact Phone Number _____

Home

Work

Date _____

Hours of Event _____

Please Check All That Apply:

- Preparing Food in Kitchen
- Prepared Food Brought into Kitchen
- Use of Equipment (Ovens, Slicer, Dishwasher, Utensils)

Date Approved/Not Approved _____

Staff Person is Required for use of the Kitchen

Name of Staff Person _____

Hours Used/Billed _____

Date

Food Service Director Signature _____

Date

Please call the Food Service office with any questions at 608-882-3580.

Thank You!