

Hartland/Lakeside School District
800 North Shore Drive, Hartland, WI 53029

Section Support Services
 Title Kitchen Use and Kitchen Equipment Agreement
 Number 763.0 Exhibit
 Adopted March 11, 2003
 Revised April 18, 2016

Organization Name: _____ Date: _____
 Contact Person: _____ Phone: _____
 Address: _____

*Which facility do you wish to use:
 _____ NSMS _____ North _____ South

Please explain what components of the kitchen facilities/equipment (i.e., serving area, cooking area, food prep, dishwasher, kitchen implements) you will need to use:

NOTE: Use of the kitchens will require a member of the Food Service staff or HLSD designee to be on site.

FEES	COST
Serving Area and Cleanup Supplies	\$10.00 Fee
Food Prep and Cooking Facilities	\$20.00 Fee
Food Service Staff	\$15.00/Hour/Person

Requestor _____ Date _____ Director of Dining Services Approval _____ Date _____

Phone: _____

Note: This request form must be completed and returned to the Director of Dining Services one (1) week prior to event request. Requestor's signature is stating they are aware and will abide by all food safety policies. If there are any questions contact the Director of Dining Services at 262-369-6750.

Reference Policies 762, 763.0, 841

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The kitchen use agreement is to ensure and maintain correct sanitation measures for everyone using our facility. The Food Service Workers would like to accommodate the requestor as much as possible. Prior (one week prior to event) notification will allow proper communication to take place between all parties.

1. A properly trained member(s) of the food service staff or designated Hartland/Lakeside employee must be present at all times while the requestor is using the facilities and or operating the equipment. Properly trained food service or designated Hartland/Lakeside staff and/or requestor should be the only one operating the equipment.
2. The kitchen must be left in a clean and orderly manner. Countertops, sinks and equipment must be cleaned and sanitized after usage. All dishes, pans, utensils, and carts must be washed and put back in its proper storage place.
3. If the group or organization is to use any supplies or food from the kitchen, it must be purchased from the Director of Dining Services prior to the event. If items are to be brought into the kitchen they must be okayed by the Director of Dining Services prior to being brought in to ensure foods meet the district's food safety policies.

Prior to approval, the requestor will be contacted by the Director of Dining Services to discuss specific needs and related fees. When requestor provides signature they are stating awareness and ability to abide by all of the districts food safety policies.

Reference Policies 762.0, 763.0 Exhibit, 841