

Kitchen Facilities Use Request

Submit completed form to School Principal, Parish Mgr or Facility Mgr **30 days prior to planned event along with \$50.00 deposit** if applicable for fund-raiser or non parish sponsored event.

Date of Request _____ Date/Time of Scheduled Event _____

Event Name _____

Requesting Group/Organization _____

Requestor Name _____

Office/Home Phone _____ Cell _____

Facilities/Services Needed. Check all that apply

Serving line _____

Serving line warmer _____

Serving line refrigerator _____

Ice Machine _____

Concession area _____

Walk in refrigerator _____

Walk in freezer _____

Oven _____

Deep fryer _____

Dishwasher _____

Other appliances _____

Note: If food is going to be prepared in the kitchen, the cafeteria manager; a licensed food handler must be present to comply with City of Plano Health Dept regulations.

Contact person for event _____ Contact person phone _____

Signature of responsible party below implies receipt of Kitchen Use Policy (Rev 10/13) compliance and agreement with terms, conditions and responsibilities for same.

Signature of Responsible Party (Date)

Signature of Approving Authority (Date)