

Rhinebeck Central Schools

Request to Use Kitchen Facilities

Approval for use of the kitchen must be requested by submitting this form. A minimum of one kitchen staff person is required for kitchen use and shall be charged as defined by the current fee schedule. The food service staff is unavailable Monday through Friday when school is in session. At the discretion of the Food Director additional staff may be required. In cases where little or no equipment will be used by the organization, the principal may request permission to appoint a designee to supervise the use of the kitchen.

All activities in the kitchen will be supervised to ensure the following:

- Only the kitchen equipment listed below is used by the organization.
- The organization removes its property from the cafeteria premises.
- All kitchen property is returned to its proper location.
- The cafeteria premises are left in a secure, clean, neat and orderly manner.
- All trash is placed in the dumpster.
- All procedures stated in the Rhinebeck CSD - Community Use of Facilities Rules & Regulations are followed.

Building: CLS / BMS / HS (circle one)

Date(s) kitchen will be used: _____ Time: _____

Activity or purpose of use: _____

Please list all kitchen equipment that will be used:

Source of Food: School Food Svc Caterer (Health Dept. Permit # _____)
 Grocery Store Other: _____

Contact information for designee who will oversee kitchen activities:

Name: _____

Address/City/Zip: _____

Telephone/cell: _____

*NOTE: Use of electrical devices for hot foods (i.e. coffeepots, hot plates, etc.) MUST be discussed with Director of Facilities and/or Food Director.

Submit completed form to: Mr. Larry Anthony, Food Director
Rhinebeck CSD
P.O. Box 351
Rhinebeck, NY 12572

MUST BE COMPLETED BY SCHOOL

Approved by:

Food Director

Date