HAMILTON SCHOOL DISTRICT
Sussex, WI

KITCHEN USE REQUEST

Organization Name: ____________________________ Date: ____________________________
Contact Person: _______________________________ Phone: ____________________________
Address: ____________________________________ Street: ____________________________
City: __________________ State: ____________ Zip: __________________

Which facility do you wish to use:
____ HHS   ____ TMS   ____ Lannon   ____ Maple   ____ Marcy   ____ Woodside   ____ Willow

Date of Use: ____________________________ Time: From ____________ To ____________

Procedures for Use of Hamilton School District Kitchen
In order to promote the health of children and clean and safe kitchens, the Hamilton School District has adopted the following procedures for the use of Hamilton School District kitchen facilities. Please contact Food Service Manager at 246-1809 with questions.

- Groups that utilize kitchens must comply with Department of Health Sanitation requirements.
- No home cooked, canned/processed products can be brought into or disseminated from the Hamilton School District school kitchens.
- Anything served from school kitchens must be purchased through reputable/licensed retailers, i.e., retail grocery store - hot dogs versus Uncle Joe’s venison hot dogs.
- No raw meat may be stored in school freezers or coolers.
- Pre-cooked products, i.e., hamburger, hot dogs, may be purchased through the Food Service Director.
- If kitchen is utilized, a food service employee shall supervise the use. The individual or group using the facility shall pay the cost of having the staff member present.
- Access to the kitchen will not be permitted until a food service employee is present.
- Students and children under the age of 18 are not allowed in the kitchen for any reason.
- Warming carts/coolers or other mobile carts can be reserved and used with permission of the Food Service Director.
- Coolers and freezers can be used with written request and permission of Food Service Director.
- Plastic gloves are available for purchase from the Food Service Director to assist in food preparation or dissemination.
- The kitchen must be left clean and arranged exactly how you found it.

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

__________________________________________

Signature of applicant indicates willingness to abide by the procedures specified and reimburse for food service employee supervision fee. Prior to approval, the requestor will be contacted by the Food Service Director to discuss specific needs and related fees.

Requestor ____________________________ Date ____________ Phone __________________

Director of Food Service Approval __________________ Date ____________
Principal Approval __________________ Date ____________

To be completed by Food Service Director
Reserved Kitchen Facilities date(s) ____________________________
Carts _______ Warming ovens ________ Supervisor __________

1- School Copy 2-Business Office 3-Head Custodian 4-Organization Requesting Use
APPROVED: July 18, 2001 REVIEWED: August 18, 2008
REVISED: August 16, 2004 REVISED: April 20, 2015
July 18, 2005
June 19, 2006