

# KITCHEN USE AGREEMENT

Nutrition Services, Bend-LaPine School District, 520 NW Wall St., Bend, OR 97701

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Date request placed \_\_\_\_\_ Phone \_\_\_\_\_  
Kitchen requested \_\_\_\_\_ Address \_\_\_\_\_  
Date of event \_\_\_\_\_ Day \_\_\_\_\_ Party/Dept. paying bill \_\_\_\_\_  
Event \_\_\_\_\_ Or SD Acct No. \_\_\_\_\_  
Group name \_\_\_\_\_ Group representative(s) in kitchen at time of use: \_\_\_\_\_  
Person placing request \_\_\_\_\_

I HAVE READ & AGREED TO THE TERMS ON THE REVERSE

\_\_\_\_\_

Customer's Signature

\_\_\_\_\_

Nutrition Services Representative's Signature

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|  | TOTAL COST |
|--|------------|
| _____ days x \$150.00/day Secondary Kitchen                                      |            |
| _____ days x \$75.00/day Elementary Kitchen                                      |            |
| _____ hrs x \$10.00/hour x _____ pieces of equipment (list equipment below)      |            |
| _____ hrs x \$35.00/hour x _____ Nutrition Services staff (list staff below)     |            |
| _____ No Charge <u>if pre-approved</u> (District function—see policy on reverse) |            |

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## **NUTRITION SERVICES KITCHEN USE POLICY**

### KITCHEN USAGE FEES

|              |                              |
|--------------|------------------------------|
| \$150.00/day | Secondary kitchens           |
| \$75.00/day  | Elementary kitchens          |
| \$10.00/hour | Per piece of equipment used  |
| \$35.00/hour | Per Nutrition Services staff |

The above charges apply to non-District related functions. A Nutrition Services staff member must be present.

There is no charge for District-related functions to use our school kitchens provided **pre-approval was obtained**, the kitchen is left clean and sanitized, and there is no damage to kitchen equipment. Should the kitchen need cleaning and/or equipment need repair or replacement, the above charges will be billed to the District group who used the kitchen.

If there will be no Nutrition Services staff member in the kitchen at the time of its requested use, the kitchen Manager/Lead will train the group on proper equipment use and cleaning procedures before the use by the group.

All kitchen use must be pre-approved by the kitchen's Manager or Lead **AND** the Nutrition Services Assistant Supervisor (383-6114). The *Kitchen Use Agreement* form must also be completed, a copy of which will be given to the group requesting use of the kitchen.