



### Kitchen Use Agreement

**(Must accompany official Facility Use Request form)**

**Please submit form 2 weeks prior to event**

Name of Group/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Information – Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School Kitchen Requested: ☐ Elementary  
☐ Secondary

Date of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Activity: \_\_\_\_\_

Check Equipment Required:

☐ Convection Oven ☐ Gas Oven ☐ Dishwasher ☐ Hotel/Sheet Pans

**Utensils and Paper products not provided!!!**

The person, or organization, entering into this agreement for the use of kitchen facilities certifies the following:

1. The kitchen, including equipment used, will be left in the same condition as found when entering the facility.
2. If requesting use of hotel pans or sheet pans. Please provide parchment paper to use with pans.
3. Kitchen floors will be swept and mopped- if needed.
4. If used, the cafeteria tables will be cleaned and returned to their proper place for the next school day.
5. All garbage will be emptied and new bags placed in cans.
6. All lights turned off.
7. Doors shut and secured.

*The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all rules and regulation. The applicant (person or organization) further agrees to reimburse the Kittitas School District for any damage(s) arising from the applicant's use of said facilities. Any accidents involving injury to participants, or damages to facilities or equipment, occurring during the use of facilities or equipment will be reported to district authorities immediately.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

If someone other than the above named contact will be responsible for completing these duties during the event, please identify below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_