

# West Sonoma County Union High School District: Food Service *Kitchen Use* Application & Guide



Site:    Analy    El Molino    Laguna

Date(s) of Event: \_\_\_\_\_ Event: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Kitchen    Date/Hour needed for set-up: \_\_\_\_\_ Date/Hours of Use: \_\_\_\_\_

Person in charge of kitchen during use: \_\_\_\_\_ (possesses "Food Handler's" certificate? Y or N )

What are your plans?

- Service only (no equipment usage)
- Reheat & Serve\*
- Prepare, Cook, & Serve\*\*



Signature of Applicant:



Today's Date: \_\_\_\_\_

\* \*\*Make arrangements as soon as possible for use any of the equipment (Analy, 824-6450; El Molino, 824-6517; Laguna, 824-6484).

\*\*Your group will need to bring everything required to prepare, cook, serve, and clean-up for your event.

\*\*Some groups are allowed to do preparation and cooking at this facility. In order to do so, the person in charge of the kitchen during its use must possess a current "Food Handler's" certificate, or arrangements must be made to have a Food Service staff member on-site (additional cost) during your event.

* **Equipment	Using?
Dishwasher	
Griddle	
Holding Cabinet	
Ice Machine	
Microwave	
Ovens (Convection)	
Stove Top	
Note: Refrigeration is NOT available.	

Reminders of Items to Bring...
coffee, tea, & beverage service-
coffee maker, air-pot
filters, coffee, accompaniments
knives, cooking & serving utensils
condiments, spices
paper goods; plasticware-
napkins, plates, cups, paper towels
forks, knives, spoons, etc
cleaning supplies-
bleach, rags, glass cleaner

End-of-Event Tasks****	Done?
counter tops (clean/bleach)	
dishwasher (wipe down)	
griddle (clean w/ brick)	
microwave (clean inside/out)	
ovens (clean inside/out)	
stove top (clean)	
trash (take away from facility)	
windows (close)	
floors (sweep & mop)	

\*\*\*\*These need to be done to avoid additional charges for custodial services.