Kitchen/Dining Room Use Application and Permit

Anne Arundel County Public Schools – Division of Food and Nutrition Services - 410-222-5900

Name of School	Cost Center Number
Activity Sponsor	Date of Activity

Type of Activity: ☐ Breakfast ☐ Dinner ☐ Dining Room Only
☐ Lunch ☐ Snack ☐ Other _____

Food and beverages to be served: _____ _____ _____

_____ _____ _____

(A) Equipment to be used: ____Steam Table ____Warming Cabinet ____Steamer ____Kettle

_____ No Equipment to be used ____Slicer ____Convection Oven ____Food Chopper ____Stove/Range

(B) Storage area(s) to be used:

_____Refrigerator _____Storeroom _____Freezer _____Walk-in Freezer _____Walk-in Refrigerator _____No Storage Required

(C) Access to kitchen is requested; however, food service equipment, smallware and storage areas will not be used.
The following use is requested:

_____Handsinks _____3 Compartment Sinks _____Tables _____Carts _____Serving Line (steamtables unheated)

FNS staff members on duty at this activity are as follows: (include all hours required on days prior to activity)

Date	Staff Member	School	Cost Center Number	Hours Requested				Hours
				From	AM/PM	To	AM/PM	

Any hours worked in excess of amount requested will be invoiced immediately following planned event.

Total Hours: X $24.00 = $

Organization Representative

Title (of individual)	Home Phone ( )	Business Phone ( )

Street City State Zip Code

Signature of Representative Date

Enclosed is a check for $_____received from the above individual.

Signature of Food and Nutrition Services Staff Member

When specified equipment is used (Section A & B) and access to storage areas is requested, use of the kitchen/dining room is not permitted unless an authorized FNS staff member is present to supervise the operation of the equipment and safeguard food and supplies.

- Complete Kitchen/Dining Room Use Application and Permit at least two weeks prior to the activity.
- Payment (check) for the total amount is to be made payable to AACPS, Food and Nutrition Services.
- Provide a copy of the Kitchen/Dining Room Use Application and Permit form to the Organization Representative after payment is made.
- FNS Manager sends Food and Nutrition Service Area Specialist:
  - Original Kitchen/Dining Room Use Application and Permit with attached stapled check, prior to the activity
  - **Following the activity, if number of hours worked exceed amount paid, note actual hours worked on file copy of application and fax to Area Specialist**
- FNS Manager sends Payroll:
  - Copy of the GHRS Outside (Green) – Kitchen/Dining Room Use Report, after the activity is completed.

When specified equipment is not used (Section A & B) and access to storage areas is not requested, a FNS staff member does not have to be on duty. However, a Kitchen/Dining Room Use Application and Permit is required and the organization/group representative assures safeguarding equipment, and cleaning the premises during and following the activity.

For all other Special Events held outside of the Kitchen/Dining Room area, the organization representative should contact the Anne Arundel County Department of Health, Office of Food Control, 410-222-7239, to obtain guidance and/or a Temporary License.