

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: <input type="checkbox"/> Breakfast <input type="checkbox"/> Dinner <input type="checkbox"/> Dining Room Only								
<input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> 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.