



# Request for Use of the Cafeteria/Kitchen Facilities



## LAUSD Board Rulings:

*Board Rule 1315* – No permit shall be issued for the use of cafeteria and other food serving facilities except in conjunction with Civic Center meetings. (Refer to Board Rule 1301 Use of School Property)

*Board Rule 1315.1* - Permission for the use of cafeteria facilities may be issued only with the consent of the principal of the school and approval by the Food Services Division.

*Board Rule 1315.2* – All permitted use of cafeteria and other food-serving facilities shall pay the service cost and fee established by the Food Services Division and shall be liable for loss, breakage or damage to cafeteria equipment.

*Board Rule 1303* – Use of school facilities is not inconsistent with the use of school facilities for school purposes or interferes with the regular conduct of schoolwork. (Refer to Board Rule 1305.2 for hours of use)

*Board Rule 1551* – District and outside organizations using cafeteria equipment and facilities, but not cafeteria labor, will be charged a cafeteria employee stand-by fee, as determined by the Food Services Division.

## Food Service Division Policies and Procedures:

Stand-by time must be paid to Food Services staff when an event requires the use of the cafeteria serving area and the kitchen area. Stand-by charge is \$31.50/hour. Food Services staff will be available to offer direction and guidance only. Preparation, service and clean up are the responsibility of the event coordinator. (Refer to Use of Cafeteria procedures provided on the Principal's Resource page within the Food Services Division website at [achieve.lausd.net/cafela](http://achieve.lausd.net/cafela))

Use of Cafeteria will be in accordance with HACCP and Food Services Division guidelines. All school site administration and/or outside organizations must submit this form to the principal and the Food Services Division for approval.

**Please complete the information required below and submit your request to the Food Services Manager two weeks prior to the scheduled event.**

Location Code:	Location Name: (School Site)	Date:	Hours Required:
Organization Name:		Contact Person & Phone Number:	
Description of Event:			
Contact Person Signature: _____ <i>(Signature denotes understanding and agreement with the above Board Rulings and FS policies and procedures)</i>			
Food Services Division Approval:		School Site Administration Approval:	
Area Food Services Supervisor:		Signature:	
Date:	Regional Manager Initial:	Date:	