

**Fort Worth ISD Child Nutrition Services Programs
Special Events/After Hours Kitchen Coverage
2009 - 2010**

Type of Event _____

Host Group: _____

Date of Event: _____ Start Time: _____ End Time: _____

Location of Event: _____ # of people expected: _____

Has the principal been informed of after school/weekend use? YES NO

Have you obtained the Temporary Food Establishment Permit? YES NO

You are responsible for obtaining this permit from the Health Department if food will be prepared without assistance from or supervision by the Child Nutrition Services department.

Equipment to be supplied by Child Nutrition Services: _____

Cooking supplies to be provided by Child Nutrition Services: _____

Food to be provided by Child Nutrition Services: _____

Beverages to be provided by Child Nutrition Services: _____

Paper products to be provided by Child Nutrition Services: _____

Comments: _____

Number of Child Nutrition Services employees requested: _____

Hours that access/employee is needed: _____

At least one Child Nutrition Services department employee is required to be present in the kitchen during access times. The charge per employee is \$30.00 per hour. The kitchen must be left clean with the floor swept and mopped. Failure to do this will result in a \$150.00 clean-up fee.

Facility Rental/Custodians must be coordinated through Facilities and Maintenance at _____

Event Contact:

Name: _____

Phone: _____

email: _____

Billing Information:

Name/Organization: _____

Address: _____

Phone: _____

Special events are invoiced after the conclusion of the event. A deposit of fifty percent (50%) may be required prior to confirming the event. An estimate of costs can be provided upon request. Cancellation, or changes to food order after order placed with vendor, may result in penalty or forfeiture of deposit.

**Return completed form to
Stephanie Adin, Child Nutrition Services Programs, via fax or email:
Phone: 817-740-5509 ~ Fax: 817-740-5511 ~ email: Stephanie.Adin@fwisd.org**