

Request for Special Activity Function Hamilton County School Nutrition Program

Instructions concerning using the School Nutrition kitchen:

- An SN employee must be present and must be on the SN Payroll when kitchen equipment is to be used for any event. The School Nutrition employee is responsible for overseeing the use of the equipment, to open and close the kitchen, **and to ensure the kitchen is left clean**. The employee is not responsible for cooking and cleaning up after the event.
- All Special Activity Functions must be approved by SN Central Office.
- You / your group will be billed to the name and address that you provide below. You will be billed for the employee's hourly wages plus benefits for the time worked. No money is to be given to the employee present.
- Once completed, this form is to be returned to the cafeteria manager at least 2 weeks before the event.

Date: _____

Person Requesting: _____

Telephone: _____

Group Represented: _____

E-mail: _____

Charge To: _____

Address: _____

Date of Activity: _____

Time: _____

Location to be held: _____

Purpose: _____

Expected Attendance: _____

Person Requesting: _____

Printed Name

Signature

Instructions to Manager:

- List the employee who will be working the event: _____
- Return this form to Kristen Nauss for approval.
- The group will be billed. No money or checks can be taken by the SNP employee in charge.
- Each employee working this function is to submit a time card and clock in and out.

Manager Signature

School

Date

Approved: **Yes** _____

No _____

By: _____

Signature

Date

Routing: Linda Farris → Manager → Field Supervisor

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