

**SOUTH HAMILTON COMMUNITY SCHOOL
ATTACHMENT TO CONTRACT FOR USE OF FACILITY**

USE OF KITCHEN

All persons and organization using the school kitchen shall comply with and be bound by the following conditions:

1. A representative of the group will meet with the kitchen manager one week prior to use of the kitchen to discuss operation of equipment, refrigeration and freezer use.
2. Any equipment used, including stoves and ovens, will be cleaned and returned to its original condition and position.
3. All foods used for the event must be from an approved retail/wholesale source.
4. All foods must be in their original container.
5. Storage space and delivery times must be pre arranged w/cafeteria manager.
6. No home prepared foods are allowed in the kitchen areas.
7. Counter and any table or carts used shall be wiped clean.
8. Kitchen floor will be swept and mopped.
9. Sinks will be cleaned.
10. Garbage will be enclosed in garbage bags, tied up and removed to a designated place. Clean garbage bags will be replaced in trash cans.
11. Due to State and Federal Guidelines, a trained school employee must be present in the kitchen when food is being prepared and/or served. Therefore, use of the facility will be dependent upon securing an employee to supervise the kitchen. You will be charged current wage (including FICA & IPERS) of school employee.

The board reserves the right to assess a \$50 janitorial fee in the event the above conditions are not satisfactorily met.

Date

Signature of Sponsor

Date

Signature of Food Service Director

Date

Signature of Superintendent

**SOUTH HAMILTON COMMUNITY SCHOOL
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USE OF CAFETERIA

All persons and organization using the school cafeteria shall comply with and be bound by the following conditions:

1. A representative of the group will meet with the kitchen manager one week prior to use of the cafeteria.
2. Garbage will be enclosed in garbage bags, tied up and removed to a designated place. Clean garbage bags will be replaced in trash cans.
3. The cafeteria must be left as clean as it is found, and all tables and chairs should be returned to the proper place and ready for regular use.
4. In use of power outlets for roasters, check with the cafeteria manager on which outlets to use. Improper use may cause loss of power to milk coolers.

The board reserves the right to assess a \$50 janitorial fee in the event the above conditions are not satisfactorily met.

Date

Signature of Sponsor

Date

Signature of Food Service Director

Date

Signature of Superintendent