

USD # 329 MILL CREEK VALLEY KITCHEN USE FORM

This form is due to the **Food Service Supervisor** no later than 24 hours before the event.
This form authorizes the use of school facilities as listed.
The person to whom this form is issued must agree to accept responsibility for all provisions listed.

KITCHEN/EQUIPMENT NEEDED: If equipment is not listed and approved, it may not be used.

DATE OF EVENT: _____ HOURS OF USE: _____

PERSON RESPONSIBLE FOR KITCHEN/EQUIPMENT: _____

ORGANIZATION OR REASON FOR REQUEST: _____

DAYTIME PHONE NUMBER: _____

APPROVED BY: _____

Food Service Supervisor or Principal

The Organization/Person requesting use of the school kitchen agrees to be responsible for:

1. **All** persons in kitchen during use.
2. Damage to or loss of any school property in kitchen.
3. Carts, utensils, knives, pans, and other food service items, should not be removed from any kitchen at any time without authorization. The appropriate form must be filled out and approved, before any equipment is used or borrowed even if it is as simple as a spoon.
4. Leaving kitchen as clean as it was found.
5. All non school property must be removed at the end of the use of the kitchen.
6. Observing and following all instructions left by kitchen staff.
7. "Game Food Items" may not be brought into any kitchen for any reason.
8. All completed food items or ingredients used to prepare food items, brought into the kitchen, must have been inspected by the FDA, KDA, or USDA.

I have read the building use provisions and guidelines and I agree that I will be responsible to see that the group which I represent will fully comply with them. If for any reason the facilities or equipment used are not left in the same condition as when they were entered by your organization, you will be sent an invoice for cleaning/replacement charges.

Liability and Indemnification Agreement: I request that you allow me to use the USD #329 Mill Creek Valley Schools facility as stated above. I understand there are some risks inherent in using such facilities. The undersigned hereby releases USD #329 Mill Creek Valley Schools and the employees, as well as other participants and other persons who may take part in said event from all liability for injury, death and property damage that may be suffered in connection with such activities, whether due to negligence or otherwise, accepting such risks involved and waiving all rights of any kind that might otherwise arise. The undersigned agrees to indemnity including reasonable attorney's fees.

DATE: _____ SIGNED BY: _____

PRINTED NAME: _____

Privileges may be revoked in the future if the above guidelines are not met to the satisfaction of the Food Service Supervisor or Building Principal.

