ST. LANDRY PARISH
CHILD NUTRITION PROGRAM
POLICIES AND AGREEMENT
FOR USE OF CAFETERIA FACILITIES

Facility to Be Used: ☐Dining Room   ☐Kitchen *(Complete Special Events Rental Form)*

All requests require submission at least 2 weeks prior to the event.

Name of Event: _____   Date of Event: _____

Please read the guidelines established for schools, organizations and groups for use of cafeteria/kitchen facilities:

1. A group/school using the facilities shall replace any and all equipment damaged during the function.

2. A member of **the food service staff must be present** if the equipment in the cafeteria is to be used. Also agreement for payment for services may be made with food service employee(s) who shall be asked to work for these activities by the group/school requesting use of facilities.

3. A group/school using the facilities must clean the dining room and/or kitchen using their own supplies.

4. A group cannot hold the school or the child nutrition program responsible for the items left in the cafeteria overnight (theft, power failure, etc.).

5. Food items, pans, scoops, paper and cleaning supplies belonging to the Food Service Department are not to be used.

6. A group using the facilities must have $300,000.00 liability insurance coverage. *(School sponsored events are covered under the District's insurance policy.)*

Group's Mailing Address

_____

Phone Number   Cell Number

_____

I, _____, on behalf of _____
   Representative of Group/Organization/School   Group/Organization/School

agree to follow the policies as set forth by the St. Landry Parish School Board

regarding the use of the cafeteria facilities at _____.
                                                              Name of School

Requested by: _____   _____
                    Group Representative   Date

Authorized by: _____   _____
                    School Principal   Date

Approved by: _____   _____
                Supervisor of Child Nutrition   Date

          _____   _____
         Assistant Superintendent of Operations   Date