

Calaveras USD Nutritional Services Department

~ Kitchen Usage ~

When use of kitchen is being requested - complete this form

Organization making request ("Renter")

DATE(S) REQUESTED: _____

Hour(s) of **KITCHEN** activity:

(Monday)	From _____ am/pm	To _____ am/pm
(Tuesday)	From _____ am/pm	To _____ am/pm
(Wednesday)	From _____ am/pm	To _____ am/pm
(Thursday)	From _____ am/pm	To _____ am/pm
(Friday)	From _____ am/pm	To _____ am/pm
(Saturday)	From _____ am/pm	To _____ am/pm
(Sunday)	From _____ am/pm	To _____ am/pm

1. All food will be handled in accordance with the California safe handling food guidelines.
2. It is required that an authorized School District Food Service employee will be present, for supervisory purposes only, during the activity. This requires an additional fee.
3. All consumable supplies (i.e. napkins, paper plates, condiments.) are owned by Calaveras Unified Food Service Department. Because the use of these supplies is restricted, the walk-in freezer, cooler, and store room will be restricted from use and kept locked unless otherwise _____. A fee will be assessed if any such items are missing.
4. Any utensils and equipment used should be treated with care and properly used. After usage, they should be cleaned, dried, and put back in their original location.
5. Absolutely no food or containers are to be left in the facility area without prior permission. Any such unauthorized items will be deemed trash and discarded.
6. Dish towels are not provided.
7. There is to be no food or residue left on counters, stovetop, oven, sink or floor.
8. Please clean stovetop, wipe down the oven and wash all surface counter areas.
9. All trash must be disposed in trash receptacles. Only fill receptacles half-full so they are not excessively heavy.
10. Please read and follow all signs posted in the kitchen and observe location of fire extinguisher.
11. The School District is not responsible for any liability, including illness, incurred as a result of the use of these facilities. A Certificate of Insurance liability waiver must be provided.

12. When finished, please make sure the kitchen is clean and in orderly condition. If the facility area is not left in the same or similar condition, additional fees may be assessed.

I agree that I have read and understand all responsibilities for Kitchen usage and that it is my responsibility to make sure that my organization also understands these responsibilities.

Signature of Renter's Authorized Representative

Date

Check-in/check-out staff member

Date

Comments: _____

Calaveras Nutritional Services Supervisor

Date

COPY FOR: Renter, District Files, CUSD Nutritional Services Office

F:\....FACILITY USE\Rental of Kitchens\Rental Agreement

Calaveras USD Food Services
KITCHEN RENTAL
AGREEMENT

Individual/Group Name:			Date Contract Completed:	
Address:		City:		State:
Zip Code:				
Phone(s):		Use/Rental Date:		
		Start Time:		End Time:
		Type of Activity:		
AREAS/SERVICES TO BE UTILIZED				
Facilities to be Used/Renting:		Site Name:		Area:
HIGH SCHOOL				KITCHEN
MIDDLE SCHOOL				KITCHEN
ELEMENTARY				KITCHEN
TERMS OF RENTAL AGREEMENT				
<ol style="list-style-type: none"> 1. All school activities have precedence over non-school use of facilities 2. Individual/Group using/renting any facilities will be held responsible for any and all damages 3. Calaveras Unified School District is an alcohol and drug free zone 4. If school is cancelled unexpectedly for any reason, rentals scheduled for that day are automatically cancelled too. Your fee will be reimbursed. Please call and reschedule if necessary. 5. Please note: There are several food allergies in the district including severe peanut allergy. If you plan to serve any food with peanuts or peanut oil, please let us know so that the area can be cleaned accordingly. 6. The individual/group using/renting the facility agrees by signing this document that they will save and hold said Calaveras Unified Schools District and Board of Education harmless of and from any and all loss, damage or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in and about during the use of the scheduled facility. 7. The individual/group using/renting the kitchen facility agrees to payment of a Calaveras USD Food Services employee holding a ServSafe Certification during the entire time the kitchen facilities are to be used. Payment of said Food Service employee will include any/all additional time necessary for cleaning and sanitizing of any and all kitchen equipment and facilities used during the rental period. 8. Use of the facility and area beyond the contracted schedule will be billed. 9. Fees are subject to change after July 1st of each year. 				
FEES – CENTRAL OFFICE USE ONLY				
Usage Fee:		See Facility and Area Requested Above		
Kitchen Fee:		Hourly Rates – Calaveras USD Food Service Employee: Monday-Friday \$18.68; Saturday \$28.02; Sunday \$37.36		
TOTAL DUE:		10% Due to Hold Date:		
SIGNATURES				
District Nutritional Services Supervisor Signature:		Renter/Use Signature:		

Calaveras USD Food Services
FACILITY RENTAL FEE SCHEDULE

(last updated July 1, 2022)

Group	Facility/Area Used	Rental Fee	Personnel Charges
A (K-12 In-District Program)	Kitchen/Cafeteria	N/A Food service employee hourly rates may be charged.	Per Title 2 of CFR, Section 200.457: <i>"if Nutrition Svcs deems that a food services employee is required to be present to ensure the protection and security of facilities and equipment, this is a cost that should be added to the fair market rent."</i>
B & C (In-District Community Education Program/School Support Groups & In-District Community Non-Profit)	Kitchen/Cafeteria	N/A Food service employee hourly rates may be charged.	1. Personnel charges apply only if event extends beyond regularly scheduled work hours
D (Non-Calaveras USD Non-Profit)	Kitchen/Cafeteria	See facility rental fee schedule below	See personnel charge schedule below
E (Commercial User)	Kitchen/Cafeteria	See facility rental fee schedule below	See personnel charge schedule below
FACILITY RENTAL FEES PER HOUR			
Facility			
Kitchens & Cafeterias			
PERSONNEL CHARGES <u>PER HOUR</u> (charges include FICA/Retirement fees and are updated July 1 each year)			
Day(s) of the Week	Food Service Employee		
Monday – Friday			
Saturday (1.5 rate)			
Sunday (2.0 rate)			

APPROVAL OF NUTRITIONAL SERVICES SUPERVISOR IS REQUIRED.

COPY FOR: Renter, District Files, CUSD Nutritional Services Office