

# Meridian School District Kitchen Usage Agreement

- Groups who wish to use the Meridian School District kitchens must contact the Food Service Director.
- Groups who wish to use the high school, middle school or elementary kitchen for cooking, preparing, and/or serving out of will be required to have at least one Food Service employee present at all times while in the kitchen.
- Groups should plan to have enough of their own people available to cook, serve, and clean.
- Groups must plan to clean up after themselves.
- Preparation areas must be wiped down, and floors swept and mopped. (If no custodian is hired).
- At no time is any food, paper products, condiments, etc. from the Meridian School District kitchens to be used.
- Food may not be stored in the Meridian School District freezers, walk-ins, or dry storage areas without prior approval.
- At no time should anyone other than the Meridian Food Service employee access food storage units.
- Equipment will be used under the supervision of the Meridian Food Service employee.

**By signing below, you agree to accept the terms as outlined above.**

**Signature of Responsible Person**

**Date**

<b>Contact Name:</b>		<b>For Office Use Only:</b>  <b>Employee (s) and Time:</b>  _____ _____ _____ _____
<b>Date of Event:</b>		
<b>Contact Phone Number:</b>		
<b>Contact email Address:</b>		
<b>Planned Menu:</b>		
<b>What time will you need to enter the kitchen?</b>	From _____ to _____	
<b>What equipment will you need ?</b>		