



## Food Service Facilities Request and Policy for Cafeteria and Kitchen

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### Use Agreement

Ballinger ISD allows for the use of School Food Services facilities by groups other than School Food Service (Hereafter referred to as the Organization). All groups wishing to use the food service facilities are required to obtain permission and reserve the date at least one (1) week in advance of the desired date. Permission and reservation is to be obtained through the Ballinger ISD Administration Office, 802 Conda Avenue Ballinger, Texas 76821 325-365-3588.

The Organization agrees to the following terms and conditions in order to reserve the food service facilities.

1. At least one food service employee must be on duty during preparation and serving of meals in the Cafeteria Kitchen.
2. A school food service employee must be available in the facility any time the kitchen is used\*\*.
3. No one under the age of 18 will be allowed to use gas or electric equipment in the kitchen.
4. Safety of all individuals associated with the organization is the sole responsibility of the organization using the facility.
5. At the conclusion of the event, the facilities are to be left in neat, clean condition.

\*\* A charge of \$15.00 per hour (2 hour minimum) will apply for each cafeteria employee.

\*\*\* Request for heating or air conditioning must be submitted at time of rental agreement