

**Food Service/Kitchen Rental Agreement**

<i>Name (Lessee Contact)</i>		<i>Date of Contract</i>	
<i>Lessee Email</i>		<i>Lessee Phone No.</i>	
<i>Name of Organization</i>			
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>School/Facility</i>		<i>Requested Use of Area</i>	
<i>Reason for Event</i>			
<i>Date(S) of Event</i>	<i>Time of Opening</i>	<i>Time of Closing</i>	

The above-named person enters into a contract with the Oldham County Board of Education (Lessor) on behalf of the above-named organization. The lessee will be responsible to the Oldham County Board of Education for any damages that may occur while his/her group uses the grounds, facility or equipment. The lessee is aware that he/she will be assessed for any damages as reported by the Building Principal. The lessee understands that he/she must provide a certificate of insurance having limits of \$1,000,000/\$1,000,000 naming OCBE as an additional insured.

**Rules:**

1. Lessee agrees to be responsible for the conduct of any individuals who attend the event for which rental is sought.
2. Lessee agrees to use only areas/facilities designated on this agreement
3. Lessee agrees to pick up and dispose of trash before leaving and place furniture back into its original location.
4. Lessee agrees to not permit the consumption of alcoholic beverages or use of profanity while renting the facilities/grounds.
5. Lessee understands that use of facilities for school-sponsored events takes precedence over use by lessee and that school plans are subject to change during the course of the school year.
6. Lessee understands that custodians/school staff may not be available on non-school days and that rental is subject to custodian/school employee availability.

**The Kitchen Manager/Cook will open at the designated contract times. If the rental or necessary clean up extends the regular work hours of the Kitchen Manager/Cook, his/her salary will be calculated at time and one-half from this point until the facility is cleaned and secured.**

**Labor:**

Hourly Rate:	\$	
Number of Hours:	x	
Subtotal:	\$	
Mark-up:	X	1.305
Labor Total	\$	
<b>Total Food Service:</b>	<b>\$</b>	<b>_____*</b>

Kitchen Fee Waived:  Yes  No Reason: \_\_\_\_\_

**NOTE: 05.31 AP.1 must accompany this form.**

**\* Please attach check for the full amount of the contract. The check is payable to the Oldham County Board of Education/ Food Service Department and must clear prior to the usage of facility.**

<i>Kitchen Manager/Cook</i>	<i>Lessee/Representative (indicates agreement with provisions herein)</i>
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<i>Principal's Signature (indicates recommendation for approval)</i>	<i>Superintendent/Designee (indicates approval)</i>
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The Building Principal must approve schedule for use of facility. One signed copy with check must be submitted to the Assistant Superintendent for Support Services two weeks prior to the rental's occurrence.

**Office Use Only:**

- Signed Rental Agreement  Certificate of Insurance  Damage Deposit  Rental Payment  Emergency Plan >300

Review/Revised:6/24/2024