

**West Point Consolidated School District
Office of Child Nutrition**

550 Churchill Road

West Point, MS 39773

662.495.2411

FACILITY RENTAL RESERVATION FORM

Class IV – High School Facilities

All reservations and arrangements for use of the West Point Consolidate School District’s dining room and kitchen facilities must be made through the Office of Child Nutrition. No reservation is confirmed until this form is completed (with the appropriate down payment) and approved by Susie Walker, Director of Child Nutrition. Any questions should be directed to Susie Walker at 662.495.2411 or swalker@westpoint.k12.ms.us.

Name of Event: _____ Event Description: _____

Sponsoring Organization: _____

Contact Name: _____ Contact Number: _____

Name of Officer Responsible for Payment: _____

Address: _____ Phone: (____) _____

Day/ Date of Event: _____ / _____ Actual Event Time: Beginning _____ Ending _____

Anticipated Attendance: _____

FACILITIES

Facilities/School Requested: _____

Dining Room Only

Dining Room and Kitchen

Entrance Time: _____ Exit Time: _____

Will food be served that is not prepared by the Office of Child Nutrition? Yes No

Will an outside caterer be used? Yes No

Caterer Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Caterer’s ServeSafe # (required) _____

SERVICE CHARGES:

- A \$250.00 facility fee will be charged.
- A maximum hourly rate of \$35.00 per cafeteria manager and \$16.00 per cafeteria worker will be charged. Charges are based on the entrance and exit times for each event.
- Custodial charges of \$35.00 per hour may also apply.

ADDITIONAL INFORMATION:

All food/drinks must remain in the dining area. Organizations are required to clean up after all events. All garbage must be bagged and placed in garbage dumpster. All leftover food and beverages should either be removed from the facility. Failure to do so will incur additional maintenance charges.

Approved

Date