

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

550 Churchill Road

West Point, MS 39773

662.495.2411

## FACILITY RENTAL RESERVATION FORM

Class III - All Dining Room and Kitchen Facilities

"For Profit" Organizations

Fees Apply

All reservations and arrangements for use of the West Point Consolidated 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](mailto:swalker@westpoint.k12.ms.us).

Name of Event		Event Description	
Sponsoring Organization:			
Contact Name		Contact Number:	
Name of Officer Responsible for Payment:		Officer's Phone: (     )	
Address:		City:	State:     Zip
Day/ Date of Event:     /		Actual Event Time: Beginning     Ending	
Anticipated Attendance:			
<b><u>FACILITIES</u></b>			
Facilities/School Requested:(i.e.,Central, High School North.)		Dining Room Only <input type="checkbox"/>	
		Dining Room and Kitchen <input type="checkbox"/>	
Entrance Time:		Exit Time:	
Will food be served that is not prepared by the Office of Child Nutrition?     Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will an outside caterer be used?     Yes <input type="checkbox"/> No <input type="checkbox"/>			
Caterer Name:		Address:	
City:	State:	Zip:	Phone: (     )
Caterer's ServeSafe # (required)			

**SERVICE CHARGES:**

- A \$112.50 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