

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

1840 W. Churchill Road

West Point, MS 39773

662.495.2411

**FACILITY RENTAL RESERVATION FORM**

Class II – High School Facilities

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 Susan Byars at 662.495.2411 or [susan.byars@westpoint.k12.ms.us](mailto:susan.byars@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 \$75.00 facility fee will be charged.
- A maximum hourly rate of \$25.00 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