

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

1840 W. Churchill Road

West Point, MS 39773

662.495.2411

FACILITY RESERVATION FORM

Class V – All Dining Room

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 and approved by the Office of Child Nutrition. Any questions should be directed to Susan Byars at 662.495.2411 or susan.byars@westpoint.k12.ms.us.

Name of Event: _____

Event Description: _____

Sponsoring Organization: _____

Contact Name: _____

Phone: _____

Name of Person Responsible for Fees: _____

Address: _____

Phone: (_____) _____

Day/ Date of Event: _____

Actual Event Time: Beginning _____ Ending _____

Anticipated Attendance: _____

Facility/School Requested: _____

Dining Room Only

Entrance Time: _____

Exit Time: _____

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 be removed from the facility. Failure to do so will incur additional maintenance charge of \$100.

Teacher or Organization

Date

Building Administrator

Date

CN Director (Approved)

Date