

Greene County School District Cafeteria-Kitchen Facility Rental Usage and Cleanup Requirements

Person/Group requesting facility rental must supply their own gloves, paper products, dishes/pans/serving utensils, etc.

No equipment in the kitchen (such as ovens, warmers, stoves, steamer, tray-line hot wells, automatic dish machines, mixers, food processor, tilt skillet) is to be used in the kitchen area unless an approved qualified/certified GCSD Child Nutrition Department Employee is present.

Any prep tables and sinks that are used during the event must be cleaned and sanitized appropriately.

There will be a sanitizer spray bottle left out to use on the tables, prep tables, sinks, and equipment.

There will be a mop and bucket with clean mop water to use on the floor after the event.

Make sure that the cafeteria/kitchen are left in a clean, orderly, and sanitized fashion so that we can provide our best to our students.

After Use:

- Wipe down tables with hot soapy water. Sanitize the tables with spray sanitizer.
- Sweep and mop floors after the event.
- All trash is to be removed from the facility at the end of the event. Trash containers that have been soiled must be washed with hot, soapy water outside, rinsed with hot clear water, and dried. Line clean trashcans with trashcan liners. All trash is to be disposed of in the dumpster.
- Cafeteria Tables are to be set up in the original order that they were to begin with.
- Take down all decorations.
- Turn off lights. Check that all doors are shut tightly and locked.

If the cafeteria/kitchen are left dirty and not sanitized, an additional "cleanup fee" will be charged to the person/group renting the facility.

Notify Child Nutrition Department of any irregularities that may have occurred during the event. This may include damage to tables, chairs, or wall surfaces.

In case of damage, notify Program Director immediately. It will be determined at that time if you will be charged for any damage.

Responsible Person Renting Facility:

Printed Name

Signature

Date