

**LANCASTER CENTRAL SCHOOL DISTRICT**  
**School Kitchen Use and Catered Events**  
**Facility Use Application and Agreement**  
**(Please send \$10.00 processing fee with submission)**  
**177 Central Avenue, Lancaster, NY 14086**

DATE(S) REQUESTED: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

TIME REQUESTED: From \_\_\_\_\_ am pm To \_\_\_\_\_ am pm HRS: \_\_\_\_\_ Approx. # Attendees: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

IS THERE AN ADMISSION OR PARTICIPATION CHARGE FOR THIS ACTIVITY? Yes  \$ \_\_\_\_\_ No

APPLICANT: \_\_\_\_\_ PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUILDING REQUESTED: HS  LMS  WS  CP  CT  JAS  HV  DO  TR

Proposed Function / Scope of Event: \_\_\_\_\_

**STANDARD USE FEE FOR KITCHEN ROOMS/AREAS: - MINIMUM**

HIGH SCHOOL:		LMS:		WILLIAM ST:		ELEMENTARY SCHOOLS:	
Cafeteria	\$70/Hr	Cafeteria	\$35/Hr	Cafeteria per level	\$35/Hr	Cafeteria	\$30/Hr
Kitchen	\$25/Hr	Kitchen	\$25/Hr	Kitchen	\$25/Hr	Kitchen	\$25/Hrs

If additional rooms/areas are needed for your event, you must also complete the general school facility use application.

**A COPY OF NYS HEALTH CERTIFICATE FOR CATERING IS REQUIRED AND MUST BE PROVIDED WITH THIS APPLICATION**

**ADDITIONAL EQUIPMENT REQUESTED:** Use of kitchen equipment/appliances requires the presence of a Lancaster Central School District cafeteria employee. The salary of this employee must be paid for by the organization using the facility.

Item	# Units	@	Cost per Unit	=	Total
Metal Work Tables		@	\$25	=	
Refrigeration Unit		@	\$25	=	
Serving Lines/Warmers		@	\$25	=	
Ovens		@	\$50	=	
Pot Washing Sinks		@	\$50	=	
Food Warmers		@	\$50	=	
Dishwasher		@	\$200	=	

**AFTER THE EVENT  
YOU WILL BE  
INVOICED**

\$ \_\_\_\_\_

\* Estimate only-Actual bill  
based on hours used

**ADDITIONAL COSTS: (for office use only)**

Item	# of Personnel	No. Hrs	@	Salary	=	Total
Custodial			@		=	
Cleaning			@		=	
Grounds			@		=	
Cafeteria staff			@		=	
Security			@		=	
Other (list)			@		=	

**INSTRUCTIONS:**

- This form should be completely filled out by the applicant, signed (#1) and submitted to the athletic office at the high school, at least 30 days prior to the date of the activity. ALSO PROVIDE A COPY OF NYS HEALTH CERTIFICATE FOR CATERING
- The athletic office will complete fee calculation if the building is available at the requested date/time. They will then forward the request to the building principal.
- The principal will affix his/her signature (#2). The form is then sent to the Director of Food Services.
- The Director of Food Services will affix his/her signature (#3). The form is then sent to the superintendent of buildings & grounds.
- The superintendent of buildings & grounds will affix his/her signature (#4). The form is then sent to the assistant superintendent for business & support services.
- The assistant superintendent for business & support services will affix his/her signature (#5). The form is then sent to the superintendent.
- After the superintendent approves the request (#6), the form will be sent back to the athletic office for distribution back to the applicant and appropriate departments.

Indemnification: To the fullest extent permitted by law and by this agreement, the organization shall defend, indemnify and hold harmless the district and its agents, servants, and consultants, and any of their employees, officers, directors, and trustees from and against any claims, liability, loss, damage and expense, including reasonable collection expenses, attorney's fees and court costs (collectively "claims") which may arise or be incurred as a result of the acts or omissions of the organization, its members, agents servants, or consultants and any of their employees, officers, or directors. This indemnification includes but is not limited to (i) Claims attributable to any breach of the Agreement, (ii) Claims attributable to bodily injury, sickness, disease, or death, and (iii) claims attributable to, damage to, tangible property including loss of use resulting therefrom, which claims are caused by, or arise out of, or are connected with, or are claimed to be caused or arise out of or be connected with, the performance of the organization's obligations under this agreement by the organization, its members, agents, servants or consultants or any of their employees, officers or directors, or any accident or occurrence involving the organization, its members, agents, servants, or consultants or any of their employees, officers or directors, including, but not limited to, claims caused by a negligent act or omission. This indemnity does not extend to that part of any claim arising from the gross negligence of the district. The provisions of this section will survive termination of this agreement

**(CONTINUED ON REVERSE)**

**For use of the school facility (Kitchen), the organization and its users agree to abide by the following regulations:**

1. When the Lancaster Central School District is on a contingency budget there will be a \$20.00 application fee for each building use form submitted.
2. A custodian must be on duty. Any salary for a custodian beyond normal working hours must be paid for by the organization using the facility.
3. Use of kitchen equipment/appliances requires the presence of a Lancaster Central School District cafeteria employee. The salary of this employee must be paid for by the organization using the facility.
4. Hindrance of school vending machines in anyway is prohibited and will potentially be subject to disciplinary action as unauthorized tampering of district property. This includes unplugging or constructing obstacles to obstruct their usage.
5. The organization and/or its users agree that the facilities they use will be left in the condition that they were found. If any additional cleaning and/or repairs/damages are necessary, all charges will be the responsibility of the organization and/or its users. Any necessary repairs may only be performed by authorized district personnel and/or its contractors.
6. All safety and fire prevention measures and laws are to be observed at all times.
7. Proper supervision must be maintained at all times. Caterers must be 18 years of age or older to be working with district kitchen property.
8. Alcohol, smoking and/or use of tobacco are prohibited on school grounds and are not permitted in any facility owned by the district. Such use is in violation of NYS Public Health Law and the Federal Pro-Children Act of 1994.
9. **INSURANCE REQUIREMENTS:** Your organization must provide the insurance certificate when you submit this application with the following being stated: (All insurance certificates will be kept on file in the athletic office.)
  - 1) Commercial General Liability Policy\*
    - a. Bodily injury and property damage limit of \$1,000,000 each occurrence
    - b. Personal injury and advertising liability limit of \$1,000,000
    - c. General aggregate limit of \$2,000,000
  - 2) Lancaster Central School District, 177 Central Avenue, Lancaster, NY 14086 shall be named an additional insured on the policy.
  - 3) The additional wording needs to be added to the "description of operations" line:
 

*"The Lancaster Central School District and its employees, students, teachers, authorized volunteers, auxiliary instructors, committee members, and members of the board of education are designated as additional insured."*
  - 4) The school district reserves the right to request higher limits or additional coverage at their sole discretion.
10. The district reserves the right to cancel any scheduled event.
11. Types of organizations and priority for scheduling use of district property and/or facilities:
  - A. School organizations (student, employee, or parent).
  - B. Co-sponsored organizations (Community Education; Lancaster Town Recreation Department, Depew Recreation Department & YMCA).
  - C. Resident groups or clubs from within the district, which are not co-sponsored groups.
  - D. Non-resident or "for profit groups or organizations" to the extent permitted by law.

1. APPLICANT'S Signature: \_\_\_\_\_ DATE: \_\_\_\_\_
2. PRINCIPAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
Forward to Director of Food Services
3. DIRECTOR OF FOOD SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_  
Forward to Assistant Superintendent of Buildings & Grounds
3. SUPERINTENDENT OF BUILDINGS & GROUNDS: \_\_\_\_\_ DATE: \_\_\_\_\_  
Forward to Assistant Superintendent for Business & Support Services
4. ASSISTANT SUPERINTENDENT FOR BUSINESS & SUPPORT SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_  
Forward to Athletic Office

<i>For office use only</i>	
_____ <i>Date Received</i>	_____ <i>Food Services Department</i>
_____ <i>Fee Paid</i>	
_____ <i>Insurance Certificate</i>	
_____ <i>Entered</i>	