

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned sponsoring organization, agrees that in consideration for use of the school facility and/or its equipment and supplies, that it will defend, indemnify and hold harmless Independent School District No. 2168, New Richland-Hartland-Ellendale-Geneva, Minnesota, its officers, agents and employees from and against any claim, loss expense, or damage to any person or property occurring on or to the premises, facilities or equipment used by the sponsoring organization, its servants, employees, agents, or invitees arising out of the sponsoring organization's use of the School District's premises, facilities, equipment or supplies arising out of the activities conducted on the school premises by the undersigned sponsoring organization.

Organization requesting use: _____
 Contact Person _____ E-mail Address _____
 Home Phone _____ Work or Cell Phone _____ Fax: _____
 Address: _____ City _____ Zip _____
 Contact Person's Signature _____ Date _____
 Admin./Com. Ed. Dir. Signature _____ Date _____
 Room(s) Requested _____ Ellendale/New Richland (circle one)
 Date(s) Requested _____ Time(s) Requested _____

The following criteria have been established by the School Board of Independent School District No. 2168 in scheduling the use of the school:

1. Educational functions of the school.
2. Public school-related activities.
3. Public school-related organizations.
4. New Richland-Hartland-Ellendale-Geneva Recreation Association
5. Non-educational activities and organizations.

The school principals may reserve any part of the building and grounds for school purposes.

Reminder:

1. **Please leave the room and equipment the way you found it!**
2. **School cannot assume responsibility for lost items.**
3. **All accidents must be reported to the school district within 24 hours.**
4. **Please report all damages to the site facilitator or custodian.**

RENTAL FEES

<u>Class I – Non-Profit</u>	<u>Class II- Non-Profit (Fundraiser)</u>	<u>Class III - Profit</u>
FREE	NR Gym- North/South \$50 per day	NR Gym-North/South \$100 per day/\$25 minimum
	Ell Gym- North/South \$50 per day	Ell Gym-North/South \$100 per day/\$25 minimum
	Cafeteria \$25 per day	Cafeteria \$50 per day
	Music Room \$25 per day	Music Room \$50 per day
	Media Center \$25 per day	Media Center \$50 per day
	Classroom \$15 per day	Classroom \$25 per day
	Entire Building TBD	Entire Building TBD

For Administration Only:

1. Site facilitator, custodian, or kitchen personnel who will be working for the event. (circle) Ellendale/NR building
2. Does the request require overtime under the rules of the ISD #2168 Board?

Copies To:

Applicant _____ Maintenance _____
 Athletic Director _____ Kitchen _____
 Media Center _____ Office Manager _____

KITCHEN FACILITY USE PERMIT 21-22 SCHOOL YEAR

When the school nutrition facilities are used they need to be left in the condition they were found. Please fill this form out at least three (3) weeks prior to the event and it will be returned to you.

Name of person in charge of event: _____ Date of the event: _____

Contact Number: _____ Approximate number of people attending _____

Event is being held at (school name): _____

Event approved by the lead kitchen staff? yes _____ no _____

Vendor & Food Item List has been submitted to lead kitchen staff?: yes _____ no _____

***Failure to have event approved and menus submitted 3 weeks prior to event to lead cooks will result in automatic denial of kitchen rental*

All work areas need to be cleaned with the approved sanitizer that is tested. Staff using the kitchen should be trained on this prior to use of the school nutrition area. Are staff trained? yes _____ no _____

I understand that we are not to use any supplies, towels, dish soap without payment of such items? yes _____

I understand equipment is to NOT be utilized without a licensed food service staff present ? yes _____

Failure to comply may result in future use of kitchen/cafeteria being denied.

*** I understand that if any damage is done to the equipment or loss of product due to use of electrical appliances (nescos/crock pots/coffee makers, etc.) tripping breakers the event coordinator or person in charge listed above will be required to reimburse school nutrition department for the cost of replacement. yes _____ (initial)

Equipment to be used: *The use of the steamer &/or dishwasher needs staff supervision or user has to have had prior training.*

convection oven: _____ steamer: _____ dishwasher: _____ griddle or stove: _____

hot well units: _____ cold prep unit: _____ tables: _____ sinks: _____

carts: _____ warmers: _____ serving tables: _____

other: _____

Usage fee for equipment & kitchen use may apply and is considered on a base by base case.



Complete the information listed above. Send this form to the school's kitchen manager at least three weeks prior to event for approval. They will contact you with further instructions before the event and return the original form to the event coordinator for completion.

Check-off list to ensure that all things are left as they were found:

I have sanitized all equipment _____
Holding ovens are turned off and empty _____
I have returned equipment to original location _____
I have swept _____
I have mopped _____

I have taken trash out and replaced with new bags _____
I have shut off all equipment _____
Doors are locked & closed _____
Removal of any signs posted by group _____
Your cooler items have been removed _____

Do not use bleach on stainless equipment, causes pitting

*SPECIAL ATTENTION if you are using nescos or other electrical appliances make sure the breakers are in tact
Sign _____ Date _____

Please leave this form taped on the cooler door in the kitchen.

Copies of this document will be attached to your facilities application in the Community Education Office, to the School Nutrition Department (licensed food service lead in building), and to the event coordinator.

VENDOR & FOOD ITEM LIST

APPROVAL REQUIRED BEFORE food items are allowed to be served/stored in the NRHEG Kitchen

Food Storage Information

(food not removed after end date will be disposed of immediately)

Activity / Event & date Location food will be served (cooler, freezer, pantry)	Date food will be stored (begin & end date)	List of Foods to be stored in the kitchen & where the items were purchased (use additional sheet if needed)

Is use of equipment from the kitchen being requested? If so, please list it below: <i>(a licensed cook will need to be present during event)</i>	Please 'X' below if you are requesting access to the Concession Stand inside the Secondary Building by the high school gym during this event.	Please 'X' below if you are requesting access to the Concession Stand outside the Secondary Building at the football field during this event.	Contact Name & Phone number of person purchasing the items	Kitchen Lead or school Staff approval needed
	If so, please fill out the above information.			

**Approval from school staff is needed prior to kitchen being used for storage of any food items or use.
You will be notified if approval is granted or denied.**