

CHILTON COUNTY BOARD OF EDUCATION  
1705 Lay Dam Road  
Clanton, Alabama 35045

LUNCHROOM RENTAL APPLICATION/CONTRACT FORM

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SCHOOL: \_\_\_\_\_ EVENT: \_\_\_\_\_  
ORGANIZATION OR GROUP: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
EVENT TO BE HELD (Describe in detail): \_\_\_\_\_

DATE LUNCHROOM NEEDED: \_\_\_\_\_  
WILL THE KITCHEN BE USED FOR ANY PURPOSE? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
LUNCHROOM MANAGER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PRINCIPAL'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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DEFINITION: A non-school function is any activity in a school lunchroom where the primary participants are not students. (Civic organizations, banquets, public performances, training sessions, etc.)

**RULES FOR LUNCHROOM USE**

- 1. The rental fee is different for those who use the kitchen and those who do not. One or more lunchroom employees must be hired to be present when the kitchen will be used or open. The fee for this service is to be negotiated with the lunchroom employee(s) who are hired.
- 2. A \$75.00 fee will be charged for the first four (4) hours that the kitchen is being used and \$15.00 for each additional hour or any part thereof.
- 3. A \$15.00 per hour fee will be charged for the cafeteria when the kitchen is not open or in use.
- 4. The lessee(s) will be responsible for and pay all damages to the building and/or equipment resulting directly or indirectly from the lessee's (s') use.
- 5. The Chilton County Board of Education will be free from any liability arising from negligence on the part of the lessee(s) while using the facilities. The lessee(s) agrees to indemnify the Chilton County Board of Education from any liability incurred.
- 6. The lessee(s) will purchase liability insurance (minimum \$500,000) identifying the Chilton County Board of Education and its members as additional insured. A certificate verifying the purchase of such insurance must be submitted to the Chilton County Board of Education with the rental application.
- 7. The Chilton County of Education reserves the right to refuse any group or individual the use of a school facility for good and sufficient reasons.
- 8. This application becomes a contract upon approval by the Board.

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LESSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: Please give the lessee a copy of this application/contract at the time the application is made.  
NOTE: A separate form is required to rent other school facilities. See ECCF-F1 form.