



ALADDIN SHRINERS

Kitchen Reservation Form

- Beginning March of 2017, it is the policy of the Aladdin Shriners that a Person-In-Charge (PIC) must be assigned to **any** event whose members are preparing food and/or using our kitchen facility OR on-site grills.
- A PIC must have and provide to us a copy of their Ohio Department of Health Certification in Food Protection. These will be kept on file in the Aladdin Shrine Center Office.
- If you do not have a PIC for your event, one can be provided for you at a cost of \$15 per hour for the entire length of your event.

GROUP NAME		DATE OF EVENT	
GROUP TYPE			
Aladdin	Club	Unit	Rental
EXPECTED START TIME		EXPECTED END TIME	
TYPE OF FOOD BEING PREPARED			
DO YOU HAVE A PERSON-IN-CHARGE (PIC)?			
YES	NO	If yes, name of PIC:	
If no, name of PIC assigned by Aladdin's Office or Kitchen Manager:			

By signing this agreement, I am confirming that I have read and understand the kitchen and food handling guidelines. I also understand that I am 100% responsible for assuring that the kitchen is cleaned prior to leaving this event. This includes taking out the trash, cleaning all surfaces, and removing all food from the kitchen. I understand that the PIC in charge of my event is there to supervise, not prepare food or clean, and has the final say on any issues that occur. I also understand that no access to the kitchen will be granted until the Kitchen Manager or Office Representative and the Executive Director have signed this form and the PIC is on-site.

Signature

Print Name

Kitchen Manager / Office Representative

Executive Director



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Aladdin Shrine Food Guidelines

General Statement on Food Safety:

- A. All food prepared and/or served in this facility must be in accordance with Ohio Revised Code Chapter 3717.
- B. No one may use the kitchen for any purpose unless all of the following apply:
 1. A Level One Certified Person-In-Charge (PIC) is present;
 2. Each PIC must have their certification on file with Aladdin Business office & posted in the kitchen;
 3. Pre-approved kitchen usage is granted; AND
 4. Pre-approved use of outside grills, as they are part of the kitchen equipment, is granted.

Shrine Clubs & Units:

- A. Food may be prepared in the Aladdin kitchen if all of the following conditions are met:
 1. All food and food items must come from an inspected facility (such as GFS, or a grocery store);
 2. All food is removed from the kitchen at the end of the event; AND
 3. Before leaving, the kitchen must be as clean as when possession was obtained.
- B. Prepared foods from outside sources may be used, if:
 1. Food for the event was prepared by an inspected and licensed facility (for example, pizza shops, fast food establishments, etc.; documentation such as a receipt is required). This food may not enter the Aladdin kitchen. If for any reason kitchen usage is required, the conditions in Section A above shall apply.
 2. Potluck or carry-in food items are permissible provided that each item in the Aladdin Potluck and Carry-in Meal Rules section below is followed.

Rental Contracts:

Other Masonic Bodies (*Scottish Rite, LOS, Jesters, Youth Organizations, etc.*):

- Some of these entities may be entitled to rental discounts.
- Aladdin shall treat these entities as rentals (*see Public Rentals below*)

Shriner Rentals for Non-Shrine events (*Weddings, family gatherings, etc.*):

- Aladdin shall treat these entities as rentals (*see Public Rentals below*)

Public Rentals:

- Outside caterers may use the catering portion of the kitchen as long as the following conditions are met:
 1. Caterers may use only the catering portion of the kitchen. The caterer must make arrangements with the Aladdin business office for the use of areas in the main kitchen (*additional charges may apply*).
 2. All food must be removed after the event.
 3. The person who signs the contract with the caterer is ultimately responsible for assuring the kitchen is left in the same condition in which it was found and that all food is removed. (*Additional charges will apply for extra cleaning*).

Potluck & Carry-in Meal Rules

- A. Potluck or Carry-in food items are permissible for Aladdin Shrine Clubs & Units ONLY. These food items may not be used as part of an event open to the public.
- B. By definition, these food items were prepared in an unlicensed and uninspected facility and are considered high risk items.
- C. Club & Unit events serving this type of food shall be limited to a small group and may NOT be held in the Ballroom.
- D. Use of the kitchen is restricted for this type of event and may only be used by a certified Person-In-Charge. Cleanup and sanitation of the kitchen is required at the end of the event.
- E. All trash and any leftovers must be removed from the building and placed in the trash containers.
- F. Failure of any Club or Unit to properly clean, sanitize, and remove trash will result in that Club or Unit receiving a bill from Aladdin in the amount required for completing this task.