

## Kiwanis Cook Shack Policy

The Alpine Kiwanis Cook Shack is primarily committed to providing community service to benefit the youth of our area and promote good will in the community

1. Use of the Cook Shack at a non-Alpine Kiwanis Club function is to be requested in writing. Said request must be reviewed and approved by the Cook Shack Committee chairperson. If questionable, requests may need to go before the entire Alpine Kiwanis board
2. Request should be submitted at least four weeks prior to the event.
3. Cancellations must be made two week before the event.
4. Final estimate of numbers meals must be given (1) week in advance. You will be charged based on that estimated number.
5. The organizations requesting use of the Cook Shack should be nonprofit youth or community focused.
6. The Cook Shack can be used for “commercial” events with the proviso that the commercial entity does not profit from the Cook Shack. Profits to go to the Cook Shack account.
7. Arrangements for distribution of Cook Shack profits should be made at the time of the use request, clearly defined and committee or board approved.
8. Members of the Alpine Kiwanis Club must be present and involved in the operation of the Cook Shack at all events. Cook Shack workers must have county Food Handlers card.
9. A use fee of \$100 will be required for use of the Cook Shack. Additional fee may apply for events outside of Alpine area.
10. A plan for event location access, moving and set up should be defined and include needs such as electrical and water prior to event.