

De La Salle High School

Outside User Hofmann Center Kitchen Information

1. Obtain clearance from Scheduling Committee
2. Contact Wendy Aliotti at 925-288-8213 to discuss specific catering needs.
3. If Wendy will not be catering, schedule kitchen walk-through
 - a. Preferred caterers:
 - i. Rocco's
 - ii. Kinders
 - iii. Scott's
 - iv. Los Panchos
 - v. Mavericks
 - vi. El Molino
4. Conduct walk-through with Wendy and discuss kitchen use rules below
5. Sign user agreement to be provided upon agreement date, space, rate, etc.
6. Pay fee – \$200 for up to 4 hours, negotiated rate after that
7. Provide certificate of insurance as specified in user agreement

Kitchen Use Rules for Outside Users:

1. DLS kitchen supervisor must be present at all times and is included in charge
2. Doors to kitchen must be kept closed and all inventory secured
3. DLS cooking and serving equipment is not to be used unless specifically contracted
4. DLS food inventory is not to be used
5. Water and refrigeration are available in the Faculty Lounge