



Facility Request (Kitchen) Agreement

The MCC Food Service Department's license is not transferable. In accordance with Muskegon County Public Health Code, all outside or parent groups who wish to prepare and/or serve individually wrapped food items are required to comply with these codes.

These groups have two options if they wish to use MCC's food service facility:

1. 501(C)(3) organizations: Contact Muskegon County Health Department one week prior to the event date to apply for a temporary license. The cost for this type of organization is **\$42.50**. All other groups: Contact Muskegon County Health Department one week prior to the event date to apply for a temporary license. The cost for a non-501(C)(3) organization is **\$158.00**.

OR

2. A food service employee must be present during the event to ensure food safety standards are being followed. The employee's hourly wage will be billed to the group hosting the event. Contact MCC Food Service Director, Jennifer Brown at jbrown@muskegoncatholic.org or **231.755.2201 x3280** one week prior to the event date to schedule a food service employee.

Today's Date: _____

Event Date: _____

Organization/Group Name: _____

Point of Contact: _____

Telephone Number: _____