

Columbus Recreation and Parks Summer Food Service Program Contract

Please complete ALL information requested or contract will be void.

This agreement is entered into between the City of Columbus, Department of Recreation and Parks (hereinafter referred to as the “**City**”), and the Summer Food Service Program provider agency (hereinafter referred to as the “**Agency**”).

SITE INFORMATION

Site name: **Site Phone Number:**
Site address, including city and 9 digit zip ([click to find](#)):

On-Site Supervisor name: **Email:**

AGENCY INFORMATION, *if different from above*

Agency name: **Phone Number:**
Address, including city and 9 digit zip ([click to find](#)):

Agency contact name: **Email:**

501c3 VERIFICATION # :
Please enclose a copy of the 501c3 verification.

AGREEMENT AND SIGNATURES

This agreement binds the **City** to provide the food supplies to the **Agency** to administer the Summer Food Program. The **Agency** agrees to comply with all of the program regulations by committing to:

1. Serve meals, supplied by the **City**'s authorized vendor, to eligible children ages 1 through 18, and qualifying disabled participants through age 21, in accordance with United States Department of Agriculture (USDA) regulations; and
2. Serve meals which meet or exceed the minimum nutritional requirements of the USDA; and
3. Provide adequately trained supervision to ensure that all meals are served and consumed on site and in accordance with USDA regulations; and
4. Complete and submit all daily and weekly reports as required by the **City** and the USDA. Maintain records of the daily number of meals received and served as required by the **City**; and

5. Provide the **City** and USDA access to inspect the **Agency** Food Service Program and record keeping system; and
6. Provide adequate refrigeration for the storage of meals for the duration of the program.

The **City** shall have the right to terminate this contract if the **Agency**;

- A. Fails to comply with any **City** and/or USDA Food Program regulation;
- B. Fails to comply with meal time service requirements;
- C. Fails to maintain required Food Program records and documentation;
- D. Permits any meals to be taken off site;
- E. Serves meals to anyone other than eligible participants;
- F. Habitually serves an excessive number of meals as seconds or has an excessive number of leftovers due to a failure to adjust meal orders as attendance fluctuates.

If the **City** should find a high level of meal service violations at an **Agency** location, the **City** shall have the right and responsibility to require corrective action and in the event that the **Agency** fails to comply with the required corrective action, this agreement may be immediately terminated by the **City**.

The **Agency** shall hold the **City** harmless for any and all claims of injury, damage or loss which may occur as a result of the **Agency's** participation in the Summer Food Service Program.

AGENCY REPRESENTATIVE:

APPROVED:
Alan D. McKnight

Name (Print)

Executive Director,
Department of Recreation and Parks
Approved As To Form:

Signature

Signature on File

Title

City Attorney

"The USDA is an equal opportunity provider and employer."