



Staff/School Event Building Use Form

Event: _____

Date of event: _____

Name, address and **phone number** of individual in charge (person who will assume responsibility during building use):

Starting time: _____ Departure time: _____ (Please include set-up and clean-up.)

Rental space requested:

_____ cafeteria _____ gym _____ outdoor fields/pavilion _____ art room
_____ library _____ kitchen*

* The kitchen will be available for school event use under the supervision of school food service personnel. Please contact Nikki at extension 119 if you plan to use the kitchen.

Kitchen Fees - \$20 per hour with a minimum charge of \$30.00 per day.

1. Kitchen supervision is for opening and closing the kitchen, and supervising use of the facility and equipment during your event. You are responsible for your own working personnel.
2. You are responsible for leaving the kitchen as you found it.
3. You are responsible for thoroughly and properly cleaning all items and equipment used, including floor, ovens, counters, cooler, and walls if necessary.
4. You are responsible for your garbage. DO NOT leave it in the kitchen. Bring it out to the dumpsters in back of the building. DO NOT leave leftovers in the kitchen/cafeteria.
5. Keep our kitchen safe. Follow safe and healthy food preparation rules.
6. DO NOT take items (pots & pans, containers, utensils, etc.) from the kitchen. Bring your own supplies (napkins, foil, plastic wrap, etc.).
7. Inform your group as to the above criteria. If these rules and responsibilities are not met, the kitchen supervisor will have to charge for the additional time necessary to perform these duties.

Please check next to the items below to indicate that you have read each.

_____ Alcohol is not allowed inside the building **or on the grounds** of the school.

_____ Smoking is not allowed inside the building **or on the grounds** of the school.

_____ Renters must clean washrooms and any rooms they have used. A broom and mop bucket with clean water will be available.

_____ Renters must pick up garbage and litter from building and grounds. Garbage must be brought to the dumpsters in back of the building.

_____ Room access is limited to only those rooms requested and does not allow access to other rooms or materials in the building, even if those rooms have been unintentionally left open, including physical education equipment.

_____ At the conclusion of your event, all doors must be locked and secured.

_____ If you are requesting use of the kitchen, please contact Nikki Carpenter at home (525-7430) or at school (525-0663 ext. 119) during regular school hours. If it is determined kitchen supervision is needed, you will be required to pay a fee.

Gym Rentals:

_____ Any equipment or items in the blue or on the walls are off limits

_____ Basketballs may be used but will need to be put away

_____ Equipment room is not available during rentals.

_____ Any moved or broken equipment will be charged accordingly.

Signature: _____

Date: _____