

SEDRO-WOOLLEY HIGH SCHOOL CAFETERIA/KITCHEN, CLASSROOM AND LIBRARY USE

When using our facilities, please remember the following rules to keep our schools in a safe, clean environment for our students and staff. Cafeteria, classroom, kitchen, and library use hours are between **6:00am and 9:00pm** on approved calendar days/dates.

CAFETERIA/KITCHEN USE

- **Cafeteria tables** should not be moved, unless prior approval is given. Each renting group should submit their requested table layout with the completed facility use form (See page 2 of the Facility Use Request Form).
- **Kitchen use** must be approved by the Food Services Director. A Food Service employee is required for all kitchen rentals.

CLASSROOM USE

- **All children MUST BE SUPERVISED by an adult at all times.**
- If desks/chairs must be moved, they should be put back to their original locations at the end of the rental.
- Please do not touch the teacher's desk/supplies/books, computers, or any other school items.
- All **garbage** should be collected and put in the trash before leaving.
- Make sure **all lights are turned off** in the classroom prior to leaving.

LIBRARY USE

- **All children MUST BE SUPERVISED by an adult at all times.**
- Absolutely **NO FOOD OR GUM** in the library at any time.
- If desks/chairs must be moved, they should be **put back to their original locations** at the end of the rental.
- Please **do not touch** the copier, staff areas/desks, supplies, computers, books, or any other school items unless it has been pre-arranged with library staff.
- All **garbage** should be collected and put in the trash before leaving.
- Make sure **all lights are turned off** in the library prior to leaving.

ACCESSING/SECURING FACILITIES

- Facility doors will either be scheduled to unlock for each group's event or a FOB will be issued.
- It is the user group's responsibility to make sure all facilities are secured before leaving.
- User groups are responsible for notifying the facilities department of all event changes and cancellations at least 24 hours prior to the scheduled event.
- All FOBs and facility keys need to be returned to the facilities department the **NEXT** working day.

A custodial fee (the cost of custodial wages) and a damage fee will be charged to groups who do not follow the above rules. Failure to comply with the above requirements may result in the above charges that would be paid before the same group could rent the facilities again, or may result in loss of use. Your signature on this form indicates that you have read these guidelines and take responsibility for the clean-up and/or damages of the facilities. If you have any questions please contact the facilities use coordinator.

Signature

Date

Print Name