DISTRICT 728 Community Education

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RULES & PROCEDURES FOR KITCHEN USE

Welcome to Elk River Area Schools

We take pride in our schools, and encourage their use. The area you are using has been assigned to you after careful planning. Please note these rules & procedures for kitchen use; you are responsible for ensuring these guidelines are met.

STAFFING:

1. All events requesting the use of a kitchen must have an ISD 728 kitchen staff employee scheduled. The district staff employee will be arranged through the facilities scheduler's office.
2. The kitchen supervisor will work the hours of the activity with a minimum of two hours for their services. Their wages will be billed directly to the user.

FEES:

1. Fees will be assessed for use of school/food occupation kitchens based on current facility use policy and fees.
2. All users will be access a $21 kitchen supply fee which covers expendable kitchen supplies (detergent, etc.)

BE RESPONSIBLE:

1. The individual named on the permit and the group in whose name the permit is issued are jointly responsible for the use of the facility, assume full responsibility for personal injury of any participants or spectators and are responsible for compliance with rules, general behavior and safety.
2. Competent adult supervision (21 years or older) must be provided by the group during the entire use.

BE RESPECTFUL:

1. Only use empty space on chalkboards. Erase & clean area of board you used when finished. *Do not* erase anything already written on board by classroom teacher.
2. Provide your own classroom supplies (markers, paper, chalk, pencils, etc).
3. Provide your own expendable/disposable kitchen items (paper cups, sugar, salt/pepper, etc.)
4. No school food can be used or borrowed by any group including items such as sugar, salt/pepper, etc. School kitchen food is bought and controlled by the State/Federal Government and law prohibits food being used by facility users. Classroom food is purchased through department budgets.
5. The teacher's desk is personal property and "off limits".
6. Computers in the room are "off limits" and should not be touched.
7. There will be other items in the room (computers, textbooks, posters, etc.) which should be left alone and in their original location.
8. Do not disturb technical equipment in the classroom. Use of technical equipment must be pre-arranged through the district facility scheduler.

BE OBSERVANT:

1. Note the condition and arrangement of the room prior to start of use.
2. All groups shall leave the room in the same condition in which they found it. If you rearrange tables, chairs, etc., return them to their original position after use.

PLAN AHEAD:

1. Use is limited to those areas of the building that are specifically approved and listed on your permit (including the nearest drinking fountain and lavatories).
2. If you need additional space, arrangements must be made in advance by contacting the facilities scheduler.

A custodian or building supervisor will also be present throughout your use. If you need assistance, please contact them. Please report any damages to the building supervisor or custodian immediately.

CANCELLATION: Notify the facilities scheduler of any cancellations at least two business days prior to scheduled use.