CHATFIELD PUBLIC SCHOOLS
Facility Use Guidelines

As a representative of the organization or group listed below, I understand and accept the following terms of use:

1. Use of alcoholic beverages, drugs, THC products, and tobacco is prohibited in the buildings and on the grounds of the Chatfield School District.
2. Use of "open flames" is prohibited.
3. All electrical appliances must have a three-prong, grounded plug.
4. Rooms & equipment must be left in the same condition as found.
    a. Trash must be bagged and placed in the collection container.
    b. Furnishings, equipment, & supplies must be returned to their original locations.
    c. Check restrooms used for the event to make sure all trash is in the appropriate receptacles.
    d. Check the floors in the area reserved for spills. Clean accordingly.
    e. If a custodian is not on-site, make sure lights are turned off and doors are closed.
    f. On-site custodians will do general floor cleaning, assist with moving furnishings or equipment, provide directions, turn off lights, and lock doors.
5. All children must be supervised by an adult and must stay in the area reserved.
6. The applicant is liable for any damage to equipment or facilities.
7. Do NOT prop outside doors open.
8. **Payment (if applicable) must be received within 3 business days after your reservation request is approved, or the reservation will be released.**

KITCHEN USE

1. Food prepared off-site may NOT be served in the kitchen unless prepared by a licensed food vendor.
    a. Food prepared off-site must be served in the cafeteria.
    b. **If there is a charge for the food**, it must be prepared on-site with certified food service personnel present or by a licensed caterer. Food prepared at home may not be served. (Contact Community Education for a list of approved food service personnel).
2. If preparing food in the kitchen certified food service personnel must be on site.
3. If any of the school's kitchen equipment is used, a member of the Taher food service staff must be employed to supervise use and clean up.
4. Use of the Kitchen will only be allowed if it is indicated on the Facility Request.