

The primary function of our school facilities is to provide a place to educate students. These buildings, however, are public buildings and, as such, can be made available for public use when such use does not interfere with either the primary educational use of the buildings or the secondary functions including maintenance and food preparation.

Common areas that can be made available for use are the kitchen, cafeteria, gymnasium, shop and weight room.

## KITCHEN USE

The kitchen serves as the central food preparation area for the school. All dishwashing is also done in this area and it serves as the primary food storage area. Food is prepared daily for breakfast, lunch and after-school snacks. This area is used to prepare food for special events and food and nutrition-oriented classes are held in this area.

It is essential to limit traffic as much as possible and keep storage areas free.

The business manager, or designee, will maintain responsibility for the kitchen. This responsibility includes all aspects of food preparation processes including staffing, scheduling, food purchase, cleanliness, storage, equipment, etc.

## CAFETERIA USE

Wishram School has completed the dining hall project and would like to make the facility available to Wishram Community groups.

### TO USE THE BUILDING

Contact the school office for an application to use the facility. Complete the application, sign and return for approval. If approved, pick the key up at the school office on the day of the activity (or the workday before if on a weekend). There will be a small fee for use of the building by private individuals to cover costs.

### KITCHEN FACILITIES

Use of the kitchen facilities requires an orientation. Please do not use any of the school equipment or supplies without prior approval.

## BUILDING RULES

The building needs to be left the way it was found--clean. Make sure the kitchen and bathroom areas are cleaned as well as the main room. All tables need to be put back to their original placement. Do not scoot them across the floor without lifting the seats and unlocking the wheel locks.

All state rules and regulations apply to the school building; no smoking, no alcohol, no drugs or guns are allowed on the school campus.

Park only in available yellow-lined parking spaces. Do not park in the handicap or district vehicle areas.

All doors need to be locked upon leaving the building. Make sure all windows are locked also and lights turned off. Make sure the exhaust fan is OFF!

If anything is broken, the school will have to be compensated by the group using the facility.

Wishram School has the right to deny access to any person or group for any reason. Mis-use or inappropriate behavior will result in future access requests being denied. Wishram School activities will take priority over all other use requests.

Return the key to the main office on the following day.

GYMNASIUM

SHOP

WEIGHT ROOM