

## **Community Use of School Facilities** (Kitchen Facilities Guidelines)

District facilities are maintained and equipped for the express use which initiated their existence-to serve our students.

We in no way discourage the use of facilities by district patrons. However, in order to protect the district and all parties involved, certain guidelines have been established and will be enforced.

The following guidelines apply to use of any Highland school district kitchen facility or equipment:

1. A completed "Contract for Use of School Facilities" must be submitted and approved at the district office prior to use of the facility.
2. A currently-employed cafeteria employee must be on duty the entire time kitchen facilities/equipment are being used. This employee will be responsible for opening the kitchen facility only, not the building itself.
3. This employee is not required to assist in any way with the kitchen preparations involved. The employee is on duty to supervise the safe operation of the facilities/equipment, utensils, etc., as needed. This employee also will verify all equipment, utensils, etc. were properly cleaned and stored after their use and the kitchen returned to proper closure status.
4. The employee will be paid his/her current hourly salary plus benefits cost.
5. The district cafeteria employee will secure the kitchen facilities upon completion of use. He must be the last person to leave the kitchen.

Approved prior to 1995  
Revised December 16, 2002

Highland-Weld RE-9 School District, Ault, Colorado