

## **BUILDING USE REGULATIONS**

### **Gym Use:**

Only (clean) gym shoes may be worn inside the gym.

No dress shoes, boots, black soles.

No Equipment may be used unless requested.

If equipment is requested, everything must be properly returned.

Floor must be swept after use.

### **Kitchen Use:**

Please leave the kitchen as you found it.

Please check to make sure all refrigerators and freezers are plugged in and running.

Please make sure all warmers are turned off.

Please provide all cooking and serving supplies as needed. Please do not use any supplies from the kitchen. For example: do not use kitchen Styrofoam products, paper products, plastic silverware etc...

Make sure all tables, carts and counter are wiped down

Please make sure all carts are put back where you found them.

Please make sure the kitchen and cafeteria are swept.

Please make sure all garbage bags are tied shut and removed if possible. If they cannot be put outside in the dumpster, please put them in garbage cart.

Please make sure all lights are turned off.

Food Service refrigerators and freezers are not to be used.

Please make sure the stage is not used as a play area. No kids are to be on the stage unless it is being used as part of the event being held.

**THE SCHOOL DISTRICT OF RICHFIELD RESERVES THE RIGHT TO COLLECT A RETURNABLE SECURITY DEPOSIT FROM PARTIES USING THE PROPERTY OF THE DISTRICT.**

\_\_\_\_\_ I have read the Building Use Regulations (please initial, date, and return with your completed Building Use Form)