



Facility Use Policy - School Sponsored Activities

A. General Provisions

1. Zion Christian School's facilities are intended primarily for the purpose of providing an education for those children attending Zion Christian School. Consequently, the school building and grounds are available for use by other approved groups only when they are not needed for scheduled school sponsored activities including athletics, promotional events, and activities intended to promote school fellowship.
2. Concern for the Christian principles of the school is exercised in the evaluation of proposed uses by the Building & Grounds Committee and Board of Directors.
3. The cost of repair of any damage to school property which occurs during the occupation of a school sponsored organization shall be the responsibility of the school organization. **Special care must be taken when using the gym floor as repair charges will be significant.**

B. Building Access

The responsible party for a school sponsored event shall be furnished with a key and shall have full use of the areas they have reserved which may include the gym, serving kitchen, and main kitchen facilities, as well as any other board approved areas needed for specific events (cabinets designated for use by various organizations will remain locked in the kitchen and serving kitchen).

C. General Facility Regulations

1. The sound system should not be touched or used by anyone other than a Zion approved technician.
2. School pianos are to be used by special arrangement only and may be moved only by Zion personnel.
3. The organization is responsible for setting up and taking down tables and chairs.
4. The building must be left as clean or cleaner than it was found and in good order with all doors and windows closed.
5. Temporary decorations which meet fire code standards may be used but they must be attached in such a manner that no damage to the building or equipment occurs, and they must be completely removed from the premises immediately following use.
6. Red drinks are not allowed anywhere inside the school building.
7. User must provide responsible adult supervision throughout the duration of facility use.
8. All those engaged in athletic activities in the gym must wear athletic shoes which will not leave black marks on the gym floor.
9. Only school provided chairs may be used in the gym unless otherwise approved.
10. Smoking and the use of alcoholic beverages with the exception of toasting wine or champagne at weddings is prohibited on the premises.
11. Use of the facilities is only for the time agreed upon and the building must be cleared at the closing time indicated on the approved application. Use of the facilities shall end at or before 11:00 PM.
12. The facilities will not be used on Sundays with the exception of churches using the facility for worship services. Additional guidelines will be given in this instance.
13. Electrical cords may be taped to the floor using masking tape only. Cellophane tape on the floors or on school furniture and equipment is not permitted.
14. Do not use tacks or nails for decorating. No rice, confetti or glitter may be used in the school or on the school grounds.
15. Candles are permitted as long as they are securely supported in a globe set in the center of tables.



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D. Kitchen Specific Regulations

1. General Use

- a) Instructions should be obtained from the Kitchen Committee before using either the coffee maker or dishwasher.
- b) Disposable items such as saran wrap, foil, paper plates, and paper cups, etc. are to be used by school organizations only when necessary and should be replenished by the organization if used.
- c) Use of the kitchens must be in keeping with standards established by the Kent County Health Department.

2. Cleaning & Shutdown

- a) Sweep & mop floor
- b) Spray all stainless steel with stainless steel cleaner (coffee pot, sink, refrigerator, dish washer etc.)
- c) Place all towels and dish cloths in a plastic bag to be washed by committee
- d) Wipe out refrigerator if it used (remove all leftover food in freezer and refrigerator)
- e) Make note of any disposable items that were depleted (bags, paper towels, etc.)
- f) Wipe down all trays, carts, and counter tops
- g) Wipe clean all salt & pepper shakers and cover tops with saran wrap
- h) Cover dinner plates with plastic cover
- i) Bread baskets must be wiped clean and double bagged in original bags, then wrapped in larger plastic bags (the bread baskets are sterling silver and will tarnish if not double wrapped)
- j) Remove all trash from kitchen and place in dumpster
- k) Shut all kitchen doors and lock overhead roller doors after event
- l) Notify the Kitchen Committee immediately if there is a problem with any aspect of the facility so we can rectify the problem as soon as possible. This includes kitchen equipment, refrigerator, sinks, dishwasher, plumbing, electrical, etc.