

## FACILITIES RENTAL AGREEMENT

1. The school day and school activities take precedence over all other functions.
2. Requests for use of school facilities must be filed in advance with the Superintendent's Office.
3. Superintendent and/or Activities Director may waive fees at their discretion.

*School sponsored activities may be permitted to use the school facility at no charge upon approval from either the Activities Director or Administration. In addition, the facility will need to be cleaned at the conclusion of use. You may be assessed an additional cleaning fee of \$50.00 if restrooms/hallways are littered with trash.*

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**Organization:** \_\_\_\_\_

Person in charge of Supervision: \_\_\_\_\_ Phone # \_\_\_\_\_  
(must be in attendance) \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_  
Area(s) i.e.: MS Gym, HS Gym, Commons, Concessions, Kitchen(see reverse side), etc.

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Special Equipment: \_\_\_\_\_

**Tech Services: Contact Tim Holter at least 2 days prior to event.**

RENTAL FEES	
(to be completed by the Business Office)	
\$250.00/day	_____
\$100.00/day-nonprofit	_____
\$50.00 use/custodial fee (minimum)	_____
Other	_____
TOTAL	_____

**Property Damage:** The above named is responsible for any and all property damages sustained during Renter's use or occupancy of the Sioux Valley School facilities, excluding ordinary wear. Renter shall reimburse the Sioux Valley School District for repair costs or for the loss of value within ten (10) days notice of such claim.

**Liability:** The above named will hold harmless the Sioux Valley School District against all liability, claims, demands and suits which may arise as a result of Renter's use or occupancy.

Renter: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval: To be completed by the Business Office**

\_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Sioux Valley School District



## Sioux Valley Kitchen Rental Guidance

Sioux Valley offers breakfast and lunch to over 500 students. We are asking for your help to assure we can provide this service safely after your event:

### BEFORE:

- ☐ Place all event food items on the lower shelves of the cooler/freezer
- ☐ Chemicals and supplies (gloves, bags, foil, etc) should not be used unless discuss prior to the event with their FSD

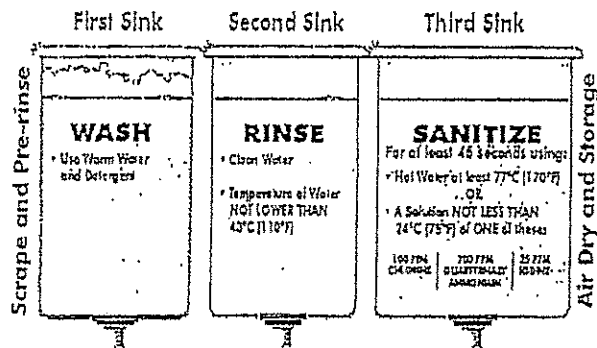
### AFTER:

- ☐ Turn off all equipment and put back to correct location
- ☐ Clean and sanitize all pans and utensils used (must have training in order to use dish machine).
- ☐ Clean and sanitize all counters, work stations, and sinks used
- ☐ Clean and sanitize all carts used
- ☐ Clean up any spills from the floor
- ☐ Sweep floor areas used
- ☐ Remove all event food items from kitchen area at the end of the event

### ADDITIONAL GUIDANCE:

## CORRECT DISHWASHING PROCEDURE

The Three Sink Method



Clean surface: wipe down all food debris

Sanitize surfaces: Food safe chemical used to kill bacteria from food contact surfaces



Thank you so much for your help,