

Use of School Facilities: OHS Field House Concession Stands – Regulations

The High School Athletic Director or designee is responsible for scheduling and monitoring the use of field house concession stands. Parties granted permission to use concession stands must comply with the following rules for use. Failure to do so will result in denial of future use.

1. Use of the concession stand(s) is limited to groups that are raising money for and/or providing a service at an Okemos High School activity or Okemos athletic activity.
2. Use of the concession stand(s) must be approved by the Athletic Director or designee.
3. Use of the concession stand(s) by the Okemos Athletic Boosters Club takes precedence over use by any other organization/group.
4. Authorization to use the concession stand(s) does not include authorization to use equipment belonging to the Okemos Athletic Boosters Club, e.g. popcorn popper, soft drink machines, coffee makers, other appliances, nor access to storeroom.
5. An organization/group requesting use of the concession stand(s) must complete a request form (Attachment A) and must designate an adult to: a) serve as liaison with the Athletic Director or designee; and b) be responsible for carrying out these procedures and guidelines.
6. An adult must be present in the concession stand(s) at all times of agreed upon use and must supervise the clean-up afterwards.
7. The concession stand(s) must be cleaned by representatives of the organization/group after each use.
8. An organization/group using the concession stand(s) agrees to take full financial responsibility for any damage to equipment or facility incurred during their use.
9. An organization/group that does not observe the above procedures and guidelines shall forfeit further use of the concession stand(s).

REQUEST FOR USE OF FIELD HOUSE CONCESSION STAND

TO: Athletic Director, Okemos High School

DATE: _____

THIS REQUEST IS FOR: (Please Check)

- EAST FIELD HOUSE Concession Stand
- WEST FIELD HOUSE Concession Stand

NAME OF ORGANIZATION/GROUP:

NAME/ADDRESS/TELEPHONE OF REPRESENTATIVE:

DATES AND PURPOSE for USE OF CONCESSION STAND(S):

_____	_____
_____	_____
_____	_____
_____	_____

I have read the attached regulations for use of concession stand(s) and agree to the conditions under which my organization/group may use the concession stand(s).

Signature of Representative

Date

This request has been reviewed by _____

and is approved with the following stipulation(s):

Signature of Representative

Date