**Cafeteria Usage Form**

|  |  |
| --- | --- |
|  | Date of Request |
| Teacher/Advisor’s Name | Date of Activity |
| Purpose | Period(s) |
|  | Start Time | End Time |

**Teacher/Advisor’s Responsibilities:**

1. Ensure that the cafeteria is maintained to the condition it was prior to its utilization.
2. Return cafeteria tables and chairs to its original set up.
3. Collect and dispose of trash generated from event.
4. Remove items posted up and items belonging to the club/organization.
5. Coordinate with custodians for trash bags and other items needed.
6. Follow up with all parties involved to ensure it is secured for your use.
7. Ensure that all items obtained from office or custodians, such as PA system, are returned immediately after event.

|  |  |
| --- | --- |
| Teacher/Advisor Acknowledgement | Date |

1. **Request should be approved FIRST by Activity Coordinator**
2. **A copy of the APPROVED request should be provided to Mrs. Milan**

***For Business Office Use Only***

**[ ] Available for Use [ ] Not Available for Use**

**Acknowledged By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Activity Coordinator Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Cafeteria Manager Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Office Clerk Date