

Rules Governing Use of Facilities

1. All contracts are subject to review and cancellation by the Superintendent of Schools or the Board of Education. Their review shall be based on the best interest of the students, community, and school district.
2. A school employee shall be on duty whenever any part of a building or facility is used. The Building principal or designee may deny use of building if a regular assigned building custodian is not available to work on the requested date.
3. Decorations are only permitted with the approval from the principal. Only Materials acceptable to the local fire marshal may be used. Decorations shall be removed before 08:00am the next day. Exits must be always kept clear.
4. In no case is material and/or substance to be used on the floors or other parts of the building without the approval of the custodian on duty
5. Smoking in a school building or on school grounds is strictly prohibited and is a violation of Public Act 140 of 1993
6. In no case will alcoholic beverages be permitted on school property. No person shall be permitted in a building who appears to be under the influence of alcoholic beverages.
7. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police, guard service, or a school employee may be required to ensure protection of people as well as school property and the enforcement of these rules and regulations. The building principal and Superintendent or designee will determine if this need exists. The cost of this supervision will be assessed to the user group.
8. The school facilities may not be used for private or individual gain, personal use or political activities.
9. No contract will be issued for activities during normal school hours, unless completely compatible with the primary instructional purpose and directly related activity of the school district. Use of school buildings as voting precincts are exempt from this paragraph.

Liability insurance

1. All outside groups are required to provide a certificate of liability insurance.
 - Chippewa Valley Schools must be listed as “additional insured”
 - Certificate of liability insurance shall be in the specific and aggregate amount of not less than \$500,000.
 - Certificate shall be up to date
 - Hold Harmless must be signed.

Food Service

Public Health

- Public health codes in the state of Michigan require establishments that serve potentially dangerous food to the public to be licensed. Chippewa Valley Schools maintains licenses for all kitchens, school stores, CTE restaurants and concessions. All of these areas are closely monitored when school is in session by CV staff and Administration to ensure food safety. Concern arises when food is served to the public at functions, tournaments, Olympiads and so on. Even if these functions are catered by an outside licensed business, any food preparation that takes place on-site and is not prepared/served by CV food service staff must be done so by obtaining a temporary food service license from the Macomb County health department. Depending upon the event sponsor, a license may or may not be free. This will be determined by the health department.

Kitchen Safety

- All CV kitchens are considered “commercial kitchens”. These kitchens are outfitted with commercial equipment and do not operate like residential equipment and therefore, training is required. For some equipment age requirements are imposed. Public Health code regulates the safe operation, safe preparation and safe service of all equipment. CV expects these codes to be adhered to as does the health department. It is for these reasons that CV kitchens are not to be used without a trained food service staff member present.

Questions

- Please forward any questions you have to the food service office at 586.723.2110. you may also email to KKaslatas@cvs.k12.mi.us