

Sunny Hills PTA Committee Chairs

PTA Event Expectations for Facilities Use

ALL FACILITIES

- Rooms should be returned to their original condition and furniture configuration.
- Chairs need to be stacked on the rolling carts so that all chairs are facing the same direction and fit neatly together. Please make sure they are stacked correctly and neatly after the event.
- Tables need to be cleaned before they are put away.

KITCHEN

Before the Event:

If you would like to put things in the refrigerator or freezer before an event, this needs to be cleared with Barbara or Donna in advance. They are more than happy to help, and can let you know a good time to come in and then they can have shelves cleared off for your use. Drop-offs are not permitted during lunch serving times (11:00-1:00).

During the Event:

The kitchen cannot be used unless there is a paid Food Service worker in the kitchen. This person is here to supervise the equipment use, make sure things are put back where they belong, and that the kitchen looks the way it should for the next day. The Food Service employee is not here to cook and clean up. They are always willing to help, but again they are here to supervise the equipment.

Volunteers may not enter the kitchen until the Food Service employee arrives. NO CHILDREN in the kitchen. No exceptions.

After the Event:

Clean-up: Follow the directions of the Food Service employee. Also, empty the garbage and sweep the floor.

MULTI-PURPOSE ROOM/MPR

After the Event:

- Trash and other debris picked up from the floor.
- Any tables or stacks of chairs are placed in the storage closets or against the wall.
- Decorations and tape removed from walls.
- Cleaning items and trash/recycle bins are also against the wall outside the colored tape lines.

GYM

Before the Event:

Please let Andrea Miller know beforehand if PE posters need to be removed. After the event, replace the posters in exactly the same location with clear packaging tape.

After the Event:

- Floor cleaned and swept.
- Chairs and tables should be put away in storage closet or back where they belong.
- Put away all the equipment that belongs in the storage closet away first. Then, make sure the other equipment that belongs in the gym is up against a wall and near the doors, so that it is ready to go out in the morning.
- Bathroom cleaned- sink area included.
- All paper and tape removed from the walls.
- If PE posters were removed, they need to be replaced to the same location and taped neatly with clear packaging tape.

LIBRARY

Before the Event

- Request permission from the librarian, Michelle Ensey, and Sarah White if food is to be served in the library.

During the Event

- Please do not turn on the computers. The library computers are used for research and library searches only during school hours. During an event, they are not to be used for games, email, or surfing.
- Books should not be removed from shelves.

After the Event

The library should:

- Be in neat order. All chairs pushed under tables and computer work stations.
- All books neatly up on the tops of shelves and tables.
- No books on the floor.
- Leave books on the circulation desk if you're not sure where they belong.
- If the presentation station is used, please make sure to check that both the document reader and LCD projector have been turned off.
- If food was served (prior permission required), please empty all trash cans.
- Thank you for leaving the library as you found it. We appreciate it!

Special Note about the Book Fair

Following the Book Fair, all shelves should be returned according to the schematic given to the Chair, all tables and chairs returned, and all tape removed from display areas.