



## GCHS ATHLETIC BOOSTER CLUB CONCESSION STAND / EQUIPMENT USAGE

Being committed to enhancing the extra-curricular activities for students / athletes of Grayslake Central High School and our community, the GCHS Athletic Booster Club is happy to allow groups the use of the GCHS Concession Stand and equipment (grills, popcorn machine, etc.).

As a volunteer organization we have no full time staff to maintain our concession areas and equipment, we must ask that groups who use any facility or equipment item to adhere to the requests listed below:

- In order to use the GCHS Concession Stand or equipment, the attached request form must be filled out in advance and e-mailed to any GCHS Athletic Booster Club board member. (E-mail addresses can be obtained from the Booster website) A Booster Board member will contact you to inform you if your request is approved, and work out details for the day of request.
- If a Booster board member is not available to allow access to the Concession Stand / equipment, the Booster Board member will contact the Athletic Director's office to arrange for access.
- After using the Concession Stand or any equipment, it is expected that the Concession Stand and or equipment be ***completely cleaned*** and returned to where you got it from and left in the condition it was found. If something get's misplaced or broken PLEASE report it to one of the Booster Club board members so that we can make sure it gets fixed or replaced if needed.
- You must provide all utensils and cleaning items. Booster Club cannot supply these.
- In regards to the grills and the gas tanks, please make sure the grills and tanks are returned to the proper storage location with a Board Member to check them in. If the gas tank you have used runs out of gas or you feel it might be running low on gas please inform the Booster Club board member.
- As much as we appreciate the thought of leaving us any left-over's, PLEASE do not leave any food items behind and do not leave any garbage in the Concessions stand, ***use the outdoor cans.***
- Failure to comply with these requests will result in your group loosing the privilege to use any Booster Equipment in the future.

Last but not least, let us leave you with these thoughts.

- If you open it, close it.
- If you turn it on, turn it off.
- If you borrow it, return it.
- If you make a mess, clean it up.
- If you move it, put it back.
- If you break it, admit it.

We appreciate your cooperation with these requests. If you have any questions, please contact any Booster Club board member.

Thank you!

*GCHS Athletic Booster Club*

**GCHS ATHLETIC BOOSTER CLUB  
CONCESSION STAND / EQUIPMENT USAGE  
REQUEST FORM**

**Print Form**

**Save Form**

DATE OF REQUEST

REQUESTORS NAME

REQUESTORS PHONE NUMBER

ORGANIZATION OR GROUP

DATE EQUIPMENT WILL BE USED

TIME EQUIPMENT WILL BE NEEDED

DATE TO BE REUTRND

APPROXIMATE TIME REUTURNED

Please list all items you are requesting to use below, (you will only get what's on the list)

Name of Board Member Approving

Date Approved

Name of Board Member that checked equipment

Date Equipment was checked by Board Member

If any, List discrepancies found or reported by requestor

After usage and form is completed by Board Member, e-mail this form file to the Secretary for archiving.