



# Team Lunch Reservation

In order to standardize the process for building use and entry into the school, and to ensure the safety and security of our students and staff, all team lunches must be scheduled and approved. Please adhere to the following protocols and procedures and provide the information below.

## Pre-Lunch Procedures

- Student(s) must contact a teacher to request use of their classroom for a team lunch.
- Classrooms with computers may not be used to host team lunches.
- Once a classroom has been selected, parent(s)/student(s) must complete the bottom of this sheet (also available on the PHS website, Forms Library) and submit it to the School Business Administrator at least 1 week prior to the first team lunch.

## Day-of-Lunch Procedures

- Parents may park in the front of the school or in visitor parking spaces located in the staff and student lots.
- Parents must sign into the main office and provide some type of photo ID, preferably a driver's license. The location of the lunch must be provided to the front office staff.
- If parents are not attending the lunch, food should be dropped off in the main office between 10:45am and 11:10am.
- Parents must arrange for students to meet them in the main office at 11:10pm to help with food transport to the classroom.
- Parents must check out in the main office before leaving.

NOTE: The school does not provide utensils, napkins, plates, or cups for team lunches, nor are carts available for food transport. Additionally, there are no facilities to either heat or refrigerate food.

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\_\_\_\_\_ Location of Team Lunch \_\_\_\_\_  
 Team \_\_\_\_\_ Coach \_\_\_\_\_

Teacher Name \_\_\_\_\_ Date(s) \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
 Team Parent Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Team Parent Signature \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 Susan Krouner \_\_\_\_\_