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 **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. The teacher must be in the room to supervise the team.
* Classrooms with computers may not be used to host team lunches.
* Once a classroom has been selected, parent(s)/student(s)/coach must complete the bottom of this sheet (also available on the PHS website, Forms Library) and submit it to the Athletic Specialist 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 arrange for students to meet them in front of the school or the south lot to transport food to the classroom. Parents will not be permitted to enter the school building during this time.
* Meeting times will be after the bell rings for lunch to begin.
* Classrooms should be cleaned, and trash put in appropriate receptacle by the team members 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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Team Coach

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

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Team Parent Name Phone # Email Address

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Team Parent Signature Date