

## Food Service Facilities Use Request

### **Westwood Procedures for Groups Serving Food or the Use of the Kitchen or Kitchen Equipment for Special Events**

A special event is any function on school property where food will be sold or given away to the public. Special events include the sporting events, fairs, fundraising events and other similar type of events that are open to the public.

The serving of any food items in district facilities falls under the licenses of the District Food Service Operations who's primary purpose is the preparation and serving of Breakfast, Lunch and Snacks to district students under programs of sponsored by the USDA.

Groups using the district's facilities that intend to serve food for sale or at no charge must comply with all Wayne County Environmental Health Department and the State of Michigan Department Of Agriculture Regulations regarding food service. These regulations also require that a trained district Food Service employee be present when food items are offered for sale or when district food service facilities are used.

The following procedures apply.

1. Complete the following forms; Application for Use of Facilities Form and a Food Service Facilities Use Request form; both are available at the school board office.
2. Indicate on both forms that you will be serving food items and that kitchen facilities are needed, the date, and the contact person's name and phone number must be included along with a copy of this form.
3. Submit the completed forms to the receptionist at the School Board Offices.
4. Once the District Operations Office receives the request for use of the kitchen, they will contact the person in charge of the event to determine the following:
  1. The exact times kitchen personnel are needed
  2. The pieces of equipment that will be needed
  3. Any other assistance that needs to be given to the group
5. Prior to the event, the organization will be billed for the food service workers' labor. The current rate is \$30.00 per hour week days and \$41.00 per hour on weekends and holidays. A minimum charge of 3 hours is required per the Food Service Employees' Agreement. It is the responsibility of the organization to pay for a district food service staff member to watch over the kitchen to make sure that proper sanitary practices are followed, the equipment is used properly and that the facility is left in the same condition (clean) as it was found. Staff members are not required to assist in preparation or clean of the facilities. All staff members are given the opportunity to work community service events.
6. If a Food Department Staff Member is also a member of your organization and agrees to work the event without pay, this is acceptable, however the Food Service Request form must be completed and the name of the Staff Member must be included on the form. The Application for Use of Facilities form is also required.
7. Kitchen equipment may not be borrowed and or removed from the school building.

Any questions regarding these procedures should be directed to the District Operations Office.

All menu items must be from an approved source – meats and poultry must be USDA inspected. Menu items must be prepared on-site or in a licensed commercial establishment in order to minimize the risk of a possible foodborne illness outbreak.

- Food products can **NOT** be cooked or prepared in private homes.
- Cooking or Barbequing on non commercial and approved equipment is prohibited.
- Home canned foods can **NOT** be utilized or served.
- Ice provided for drinks and coolers must be from an **approved source**. Ice from home is **NOT** acceptable.
- Any food or beverage served on district property must meet all applicable federal, state and local codes pertaining to food preparation and food service to the public.
- The use of food preparation equipment that is not the property of the Westwood Community School District is prohibited. This includes but is not limited to BBQ Grills, Turkey Deep Fat Fryers, etc.
- **VIOLATION OF THESE PROCEDURES PUTS THE DISTRICT'S FOOD SERVICE LICENSE IN JEOPARDY – THEREFORE: FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN THE CANCELLATION OF ANY UPCOMING SCHEDULED DATES.**

### Service Requested:

\_\_\_\_\_ Food and Beverage Sales

\_\_\_\_\_ Use of Kitchen and/or Serving Facilities

\_\_\_\_\_ Food Service Staff

\_\_\_\_\_ Concession Stand

### Facility Requested

Circle One

Robichaud High School

Tomlinson Middle School.

Thorne Elementary

Daly Elementary

\_\_\_\_\_ Date(s) Requested

\_\_\_\_\_ Planned Hours of Use

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Name of Organization

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ Zip

\_\_\_\_\_ Name of District Employee Assisting Your Group