

**Spring Lake Park School District #16  
Department of Food Service  
Kitchen Use Guidelines**

**Use of Kitchen:** The use of a kitchen must be arranged through your school's kitchen manager and the Spring Lake Park Food Service office at 763-785-5528. Please contact us as soon as you determine the date of the event and have received a permit for your event from the Facility Scheduler. To ensure availability, your organization should submit a **Facility Request Form to Food Services soon after securing the facility.** We suggest you make your arrangements for kitchen use at least 2 months in advance of your event.

1. **No Individual or Group is allowed to bring food or beverages into a kitchen for storage or use the facility in without prior approval from the Food Services Office.**
2. Any use of a District kitchen facility must include a Food Service's employee on site for the entire duration of the period of use at a charge of \$40.00 per hour.
3. The District employee will **supervise** the operation of equipment and use of the kitchen.

**Supervision does not include district staff preparation or clean up of the kitchen.**

The Supervising Staff Responsibilities:

- Ensure that health code rules are followed
- Ensures equipment is properly operated
- Ensures safety rules are adhered to when using equipment
- Ensures proper hand washing and food safety standards are met
- Ensures kitchen use is by adults only

The Responsibilities of the Event Sponsor:

- Order food items from pre-approved food sources (Absolutely NO homemade items are allowed into the kitchen or kitchen areas.
  - Prepare all food or menu items for their event
  - Set-up
  - Sell and/or serve food items
  - Clean up, including washing pots and pans, prep tables, and equipment used for the event
  - Return the kitchen back to its original condition
4. An additional charge of \$75.00 per hour will be assessed to the event sponsor should district staff incur labor hours to return the kitchen back to its original condition. **If you are unsure if the kitchen has been returned to its original condition, ask the supervising staff to inspect your final clean up before leaving the premises.**
  5. Additional district foodservice staff may be requested to work an event for an added \$40.00 per hour per worker.
  6. **No children under the age of 14** are allowed to be in any part of the kitchens due to food safety and health Department Regulations!
  7. **No students under the age of 19** are allowed past the serving lines of the district kitchens into the equipment and preparation areas.
  8. Food Services currently employs a linen service to provide towels, dishcloths, and other linens for our kitchens. Unless you supply your own linens and towels, you may incur a nominal fee for the use of linen supplies while using our kitchens. If you plan to use our linen, please note your needs of your service request form.

**School Sponsored Events:** When planning a school event, such as a spaghetti dinner or pancake breakfast, contact the Kitchen Manager at your school. Your organization must submit a **Service Request Form** to your **Kitchen Manager** at least **four weeks prior to your event.** Final orders for food and/or supply items for school events must be given at least two weeks in advance to accommodate the delivery schedules of our suppliers. Catering charges and pricing applies for these services. We are no longer allowed to purchase food off of District Food Services contracts for fund raising events, non-school events, banquets, or any events not related to school foodservice needs. Reminder, Absolutely **NO homemade foods** may enter District Kitchens!

**Potluck Events:** Local health departments do not allow potluck meals to be served from a licensed facility, the code states: “A potluck is a meal at which attendees bring food that is donated and shared by the attendees. A school may sponsor and hold potluck events in areas of the school other than the school’s kitchen, provided that the school’s kitchen is not used in any manner for the potluck event.”

**Kitchen Rental for Commercial Use:** Kitchens **are not rented** to individuals, groups, or businesses to prepare items to be sold outside of the school cafeteria. This includes individuals and school groups associated with the District.

**Equipment Rental:** All kitchen equipment is the property of the Food Services Department. Equipment purchases are partially funded with state and federal subsidy money through the USDA and MN Department of Education – Food Services and therefore are not available for rent to any District or outside groups.

**Licensing:** All District kitchens are licensed facilities. All local and state health department rules, regulations and guidelines must be adhered to by the Spring Lake Park Food Services Department and its assigned staff.