

IMPORTANT FACTS FOR EVENTS WHERE FOOD IS PROVIDED TO THE PUBLIC OR WHEN USING DISTRICT KITCHEN FACILITIES AND/OR KITCHEN EQUIPMENT



For any event where food is being provided to the general public - whether for sale or not - **a permit from the City of Evanston is required.** The District cannot issue a permit holding requested space without an approved City permit. The approved City permit must accompany the Application for Use of School Facilities. The City requires ten business days to process its permit. Therefore, when planning an event where food will be provided to the general public, it is important to plan ahead and allow enough time for both the City and District to process permits. *Please be aware that operating an event that provides food to the public without a permit from the City is a violation of the City of Evanston Municipal Code.*

For any event requiring the use of the District's kitchens and/or equipment - a **licensed Food and Nutrition Services employee is required** at a cost of \$40 per hour. Due to food safety regulations, the use of the District's refrigerators or freezers is not allowed unless the food was purchased through the Food and Nutrition Services Department. A ten-day notice prior to the event is required.

For additional information regarding temporary food events, please see the following page or call the Food and Nutrition Services Department at 847/859-8480.



District 65 welcomes and appreciates the support our schools receive from its PTA and other volunteers. We, along with the Environmental Health Division of the Evanston Health and Human Services Department, strive to be sure that the citizens of Evanston consume safely prepared foods, from approved sources and licensed establishments. According to the Centers for Disease Control, each year there are 76 million food borne illnesses nationwide. It is part of our mission to help prevent food borne illness through education and surveillance.

Throughout the year, many functions are held that focus on connecting with the community. These may include (but are not limited to) pancake breakfasts, spaghetti dinners, potlucks, hosting or participating in Farmer's Markets or community picnics. If you plan to have an event on District 65 grounds where food will be made available to the public, please follow the procedures listed in the table below.

If your organization would like to provide food to the <u>general public</u> :	For any event which will require the use of the District's kitchens and/or equipment:
The City of Evanston requires that you obtain a permit or license, depending on the type of service you wish to offer.	A licensed Food Service employee is required to work in the kitchen (requests will be indicated on the District's <i>Application for Use of School Facilities</i>). The fee for this service is \$40.00 per hour.
The application and fees need to be submitted no later than 10 business days before the event. (http://www.cityofevanston.org/assets/temporary_event_food_permit_app.pdf)	It is recommended that food be purchased through the District's Department of Food and Nutrition Services. Contact the Department for pricing details. Due to food safety regulations, the use of the District's refrigeration is not allowed, unless the food was purchased through the Department
Operating an event that provides food to the public without a permit jeopardizes the health and safety of the event participants and is a violation of the City of Evanston Municipal Code.	Your organization may request the authority to purchase and store a refrigerator (does not have to be commercial) at your school, to store food for these events. Please note that the refrigerator would be subject to inspections from the City of Evanston.
Carefully read the guidelines in the online resource,, <i>Cooking for Groups, A Volunteer's Guide to Food Safety</i> : (www.fsis.usda.gov/pdf/Cooking_for_Groups.pdf).	Questions about the use of the District's kitchens and/or equipment can be answered by calling the Department at 847-859-8480
Questions about either of the above listed documents can be answered by calling the Division at 847-866-2949 or by emailing them aft safefood@cityofevanston.org .	

Thank you for helping to keep temporary food events held on District 65 grounds safe.