

KITCHEN FACILITY USE PROTOCOL FOR SCHOOLS  
IN THE NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT  
(Ref: NMRSD KF COMMUNITY USE OF SCHOOL FACILITIES)

Purpose: Create a clear understanding of the responsibilities and practices of safe use and maintenance of district facilities by staff members or other groups who wish to utilize the school kitchen facilities.

1. Requesting use of facilities:

- a. A building use form must be completed per Policy KF R-1 at least three (3) weeks in advance of activity to use kitchen.
- b. This form will be forwarded to the Dining Services Director and Facilities Use Manager, who will contact the staff member or group representative.
- c. All activities are subject to all district policies regarding building use.

2. Types of services provided for kitchen use:

- a. Kitchen Use: If an individual or a group wishes to use the kitchen facilities and appliances, a food service employee must be present prepare, cook and/or serve food, and clean the facility. The number of employees required is dependent on the group size. Food service employees are paid at a rate of \$25.00 per hour and this charge is separate from the rental fee. The individual or group renting the facility will be responsible for removing unused food and other items that are not intended to be disposed of. The charge to the individual or group for the use of the kitchen will be in accordance with Exhibit KF E-1. This section also applies to school or non-school groups who are carrying out activities for fundraising.
- b. After School Enrichment - Use of Kitchen: The protocol of the section above applies to this type of facilities use, with the exception of the cost for personnel. When the kitchen is used for the purpose of an approved school-related program that is not a fundraising activity, the personnel costs will be paid by the district provided that the individual in charge of the program gets pre-approval from the district business manager.
- c. Catering: An individual or group may use the services of the district's dining contractor to provide, prepare, cook and serve food in the dining area or other area of the school. In this case there is a charge per person for food and service. The responsibilities of the employee(s) are to provide, prepare, cook and serve food, set up the service area, clean the kitchen and remove the trash. If this catering is done during the workday and no additional personnel is needed, there is no hourly charge for the employee(s). If it is done after the regular work day the hourly charge is factored into the per person price. The cost varies depending on the menu.

Will need to change to food service personnel supervises and provides direction and equipment if need be. Others need to be able to serve and prepare...

Approved: February 11, 2019

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