

1335 Use of Kitchen and Dining Facilities

From time-to-time, school or community groups may need the use of ~~District central kitchen facilities. at Campbell County High School and Wright Junior-Senior High.~~ It is not intended that the district be in competition with local eating establishments. However, if the request is granted, the following conditions will apply.

- Requests for community use of ~~central~~ kitchen facilities are to be approved by the ~~food~~ Nutrition Service Director ~~and the appropriate building principal.~~ ~~They~~ The request should be submitted well in advance.
- Before use of any kitchen facility, outside groups must complete a District Kitchen Usage form and submit for approval to the Nutrition Services Director.
- Whenever the kitchen is used by outside groups, the ~~school~~ district ~~will~~ may require ~~that at least one~~ a member of the Nutrition Services Department be present. ~~the food service staff be on duty.~~ If a Nutrition Services Department employee is necessary, the group will be required to reimburse the district for salary and benefit expenses.
- ~~If full services are required, the menu is to be submitted to the food service director to calculate the cost per meal.~~
- Summer use is discouraged and will be subject to the availability of personnel.
- ~~If table settings~~ Kitchen equipment is to be ~~are~~ used, the user must agree to pay for replacement of all lost or broken pieces. The user must also see that ~~settings are~~ kitchen equipment is washed and properly stored after the event.
- Payment for use of facilities is to be made to Campbell County School District on or before the day of use. If district personnel are required to do unanticipated clean-up after the event, the user may be billed for the additional time.
- Food items belonging to the school lunch program cannot be used by outside groups.

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LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: