

**Food & Nutrition Services School Food Event Procedures  
(In addition to Board Policy 1330 for Edina Public Schools)**

1. If a group uses the kitchen space in a school, a Food & Nutrition Services employee must be hired during the time the kitchen is in use to assist with equipment. Call 952-848-3812 to arrange for kitchen use and event planning.
2. If food is purchased for the event through Food & Nutrition Services, our staff is required to cook and prepare the food. Number of employees will be determined by the food quantity. A confirmation of estimated costs is emailed.
3. Our staff will not prepare food brought in from other vendors. A waiver of liability form must be signed by the group coordinator.
4. The use of refrigeration and freezer needs to be approved prior to the event. Space is limited at certain times of the year.
5. If extra/unordered food items are needed for the event, the staff person will keep track of what is used and the cost will be added to the invoice. A dish washing detergent charge is added to the invoice if the dish machine is used.
6. The group is expected to return the kitchen to the original state before leaving. (Including equipment, dishes and removal of any food brought in for the event) If additional cleaning is required after the event, those hours of staff time will be added to the invoice.
7. Event coordinator is responsible for job tasks, safety and behavior of volunteers working in kitchen. Coordinator will provide a list of duties for our staff working the event. Basic safe food handling handout (Page 2) is reviewed with volunteers.

I understand and agree to all the terms and conditions.

Group Name: \_\_\_\_\_ Event: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Waiver of Liability**

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Having been specifically apprised by the Food Services Manager of those policies derived for the primary food preparer's liability insurance relating to the preparation of food from outside vendors, I/we the undersigned chairperson(s), organizer(s) of the above event hereby release Sodexo School Food and Nutrition from any claims which might occur from the consumption of any food prepared for this event, originally intended and scheduled to be consumed at the designated time of this specific event. These liabilities will include by are not limited to any health hazards resulting from improper or inappropriate handling, storage and display of any removed food items.

Authorized Signature: \_\_\_\_\_