

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Operation of Lunchrooms By Outside Organizations</i>	
Procedure No. 8530-00-01	Eff. Date: 8/13/2007
Implements Board Policy(ies) 8530	Last Reviewed: 8/13/2007

1. Background

The Board of Education strives to be a community partner and operates school lunchrooms for the benefit of students and employees in all schools where facilities permit. School lunchrooms and/or kitchens may be made available for the serving of food to persons other than students and employees during non-school hours.

2. Responsibilities

Title: Director of Facilities	
Address: 2315 Iowa Ave	
Phone:	Cell phone:
Persons or groups desiring to utilize a school lunchroom and/or kitchen for after-school activities must secure a formal permit through the Facilities Branch.	

Title: School Principals	
Address:	
Phone:	Cell phone:
All parties interested in utilizing the school lunchrooms and/or kitchens should be directed to Facilities Branch to determine proper formal permit.	
Principals must submit FQA to Food Services to pay for employee used in the kitchen.	

Title: Director of Food Services	
Address: 2315 Iowa Ave	
Phone: 513-363-0800	Cell phone:
Should kitchen equipment be used, a Food Service employee trained in the use of the equipment must be assigned to work the permitted event by the Food Services Branch.	

3. Action Steps

1. School Principals refer interested party to Facilities.
2. Facilities directs interested party to complete online permit application.
3. Facilities contacts Food Services if kitchen is to be utilized.
4. Food Services assigns employee for the permit application and provides cost of assigned Food Service employee to interested party.
5. Facilities approves formal permit.
6. Facilities collects payment from interested party, and deposits money into school account.
7. Principal gives an FQA to Facilities to pay for custodians and an FQA to Food Services to pay for Food Services employee.

4. Equity Considerations

Due to U.S. Department of Agriculture (USDA) federal requirements, the cost of the employee salary cannot be waived or absorbed by Food Services.

Union contract requires that employees be paid for work; employees may not volunteer.

Union contract requires equal opportunity for all employees to have extra paid assignments if employee qualifies for extra paid assignments.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Food Service Procedure 8040	<i>Special Uses by Community Group by Permit</i>	10/2013
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

Operation of Lunchrooms by Outside Organizations

