



SPECIAL EVENT FOOD REGULATIONS

The following are regulations regarding proper food preparation, distribution and sales during a special event by any organization using Washington Elementary School District's facilities. This includes all events occurring before, during or after regular school hours and to all groups and organizations school or non-school related. Examples of this would include, but not limited to: Student Council, Honor Society, PTA/PTO, Girl Scouts, Boy Scouts, Clubs, Sports Group, Religious Organizations or any Facility User.

NOTE: *All organizations/groups must have prior authorization to serve or prepare any food during any and all use of a WESD facility.*

It is your organization's responsibility to comply with Maricopa County Health Code, 2009 F. D. A. Food Code Regulations, all local jurisdictional codes, and obtaining any permits or variances if required. Failure to comply with all requirements listed could result in legal action against your establishment or organization.

***All events require a WESD Facility Usage Form. See Appendix A.**

Regulations for organizations hosting events at WESD facilities:

1: WESD School Kitchen Usage

Organizations must complete a WESD Facility Usage Form and Kitchen Usage Form for use of a school's kitchen. A minimum of one Nutrition Services' employee must be staffed for the duration of time that the food is prepared, served, and equipment cleaned. *See Appendix B.*

- All food must be prepared and cooked in the Kitchen.
- All food service equipment must be washed, rinsed and sanitized.
- Food that is prepared, cooked and covered/protected may be taken out of the kitchen to areas on campus to be delivered or sold **for immediate use.**
- Under the guidance of the Nutrition Services' employee, a group that rents a popcorn or cotton candy machine or has food items delivered such as pizza, may make and sell the item inside the kitchen/cafeteria for consumption or cover/protect the product and take outside the cafeteria to be delivered or sold on campus.
- Volunteers: teachers, parents, students may assist in **limited** service when under the direction of Nutrition Services' employee. *See Appendix C.*
- **No Grilling or Cooking outside the kitchen/cafeteria.** An organization/group must first request principal approval to grill or cook outside and then must apply for a variance to allow for outdoor grilling through <http://maricopa.gov/EnvSvc/> or call 602-506-6980 to see if event qualifies for permit. A written copy of the variance would need to be provided to the WESD Nutrition Services Department five days prior to event. *See Appendix D.*

2: WESD Nutrition Services Catering

Groups or organizations can complete a Facility Usage Form and contract directly with WESD Nutrition Services for events to be catered. A pre-arranged amount of food is prepared at one of our WESD permitted premises for immediate service and consumption at another pre-arranged or satellite location on a school's campus. Nutrition Services 602-896-5235, *See Appendix B.*

3: Outside Food Vendors

Groups or organizations may fill out a WESD Facility Usage Form, supply a current Certificate of Liability Insurance with WESD listed as Additional Insured and then contract with outside vendors to provide food service. This type of service does not include usage of WESD Kitchen Facilities.

- The vendors would be responsible for having the appropriate permit for their service. No additional permits would need to be obtained by the organization sponsoring the event. The vendor would be responsible for all preparation and selling of the product.
- Vendor is required to have permit available day of event.
- Volunteers would be able to assist the vendor as long as an employee of the vendor is present at all times during food preparation and selling.

4: Food Trucks ONLY for PTO/PTA-sponsored Events

- Qualified PTO/PTA: The WESD PTO/PTA must be active and have a current Certificate of Liability Insurance policy with WESD listed as Additional Insured on file with the WESD Facility Use Coordinator.
- Qualified Event: Event must be sponsored or co-sponsored by a qualified PTO/PTA. Only PTO/PTA events planned for out-of-school-time hours will be approved to have Food Trucks participate. A WESD Facility Use Application must be approved for the event.
- Qualified Food Truck: The PTO/PTA will confirm that the Food Truck participating in the event is in compliance with Maricopa County Health Codes, FDA Food Code Regulations, all local jurisdictional codes, and has all applicable permits or variances. All WESD Special Event Food Regulations must be followed. This does not include usage of WESD Kitchen Facilities. A list of qualified food truck vendors can be obtained by contacting the WESD Facility Use Coordinator. NOTE: PTO/PTA groups are NOT limited to using these specific qualified food trucks.
- Qualified Food Truck Liability: The Food Truck must send a copy of a current Certificate of Liability Insurance policy with WESD listed as Additional Insured to the WESD Facility Use Coordinator prior to the approved PTO/PTA-sponsored event. All qualified Food Trucks must park in the school parking lot during the event.
- Profit-share: The PTO/PTA and the for-profit Food Truck will come to a profit-share agreement. The for-profit Food Truck will donate a specified portion of the proceeds from their event food sales to the PTO/PTA that is sponsoring the event.

5: Bake Sales

Bake Sales which meet all of the following criteria are exempt from Maricopa County food establishment requirements and no permit is necessary.

- **NO Bake Sales** are permitted during the school day.
- If baked items are prepared in a private home the sale or giveaway of these **items must be accompanied with a place card informing the consumer that the food is prepared in a kitchen that is not subject to regulation and inspection by Maricopa County Environmental Services Department.** Bake Sale Disclosure Document can be downloaded from <http://maricopa.gov/EnvSvc/>. See Appendix D.
- The food item being produced is a non-potentially hazardous baked food item. Potentially hazardous foods are: cream puffs, cream based pie and cakes, cheesecakes and any other similar items.
- Non-refrigerated items only.
- Acceptable items: cookies, brownies, fruit pies, cupcakes, dessert bars. All items would need to be packaged for individual sale or sale as a whole cake or pie.

6: Limited Concession Stands- No Potentially Hazardous Food Served

Groups or organizations would not be required to obtain a permit to set up a temporary concession stand on campus.

- Only commercially individually prepackaged food or drink that is not potentially hazardous may be used. Examples would be: individually prepackaged chips, pretzels, cookies, candy, nuts, seeds, popsicles, frozen juice bars, ICEE, bottled water and canned soda.
- **NO** dairy or protein products that require refrigeration or freezer are permitted. Example: no milk or ice cream bars.

7: Apply for Special Event Food Service Permit

A group or organization may apply for their own Special Event Food Service Permit, if it is a qualified event, through Maricopa County Environmental Services Department. This process may take a minimum of 180 days to process, fees may apply.

- Call permit services at 602-506-6980 to determine if your event qualifies.
- The Department's website <http://maricopa.gov/EnvSvc/>. See Appendix D.
- A WESD Facility Usage Form is required. See Appendix A.
- A Kitchen Usage Form is required when using the school's kitchen. See Appendix B.
- It is your organization's responsibility to comply with Maricopa County Health Code, 2009 F. D. A. Food Code Regulations, all local jurisdictional codes, and obtaining any permits or variances if required. Failure to comply with the requirements could result in legal action against your establishment or organization

8: Combination Services

A group or organization may require two or more of the above regulations to provide food service during an event. Examples include but not limited to:

- Items prepared and cooked at the onsite School's Kitchen or through Nutrition Services' Catering that are covered/protected and ready for immediate consumption, may be brought out to a concession stand for **immediate service**.
- Bake sale, limited concession stands, kitchen usage or catering services combined with outside vendors.

9: Exempt Functions

Exemptions to the Maricopa County Food Codes when a permit is not required would include: food and drink that is served at a **no cost** social event that takes place at a workplace or for a specific small group or organization that is **not open to the community**. Examples would include: workplace potlucks, award or recognition breakfasts, luncheons, or dinners, end of season sports parties, student council meetings, etc.- **for a specific group only**.

Appendix A

WESD Facility Usage Form (Online- www.wesdschools.org click on Community tab, Facility Use)

Contact: Erika Williamson, Enrichment & Facility Use Coordinator at 602-347-2682 or 602-347-2626

Appendix B

Kitchen Usage Form (Online- www.wesdschools.org click on Community tab, Facility Use)

Contracts or catering services with WESD Nutrition Services call 602-896-5235

Appendix C

Supervising Nutrition Services Staff Responsibilities:

- Health code rules are followed
- Equipment is properly operated
- Safety rules are adhered to when using equipment
- Proper hand washing and food safety standards are met
- Kitchen use is by adults only, no one under age of 18 is allowed in kitchen

Guidelines for Volunteers under Nutrition Services' Employee:

The Nutrition Service employee will provide simple ongoing training to volunteers who will prepare, cook and serve food. Volunteers are responsible for returning the kitchen back to its original condition. Volunteers are encouraged to obtain Food Handler's Card from Maricopa County Environmental Services Department. See Appendix D.

Proper Hand Washing Procedure- at designated hand sinks:

1. Wet hands
 2. Apply soap
 3. Scrub hands for minimum 20 seconds
 4. Rinse hands
 5. Dry hands with paper towel
 6. Use paper towel to turn off water
 7. Dispose of paper towel in trash
 8. Put on clean disposable non-latex gloves
- Regularly wash hands: before and after eating, using restroom, cleaning, taking out garbage, smoking, changing tasks, and every time you put on new gloves.
 - Avoid unclean practices like touching your face or clothing with gloves on.
 - Appropriate attire: closed toe shoes, hair restraint.
 - No eating while working, drinks must have closed lid with straw.

Appendix D

Maricopa County Environmental Services Department: 602-506-6980 or <http://maricopa.gov/EnvSvc/>

- Obtain Food Handler's Card
- Special Event Food Service Permit
- Variance for food service during an event
- Bake Sale Disclosure Statement download
- General food service questions