



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
FACILITY USE DEPARTMENT

Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens are managed and the cafeterias utilized by Food and Nutrition Services (FNS). Use of these facilities by outside and school groups will not be allowed to disrupt the work of Food and Nutrition Services. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

1. Cafeteria without Kitchen Use
 - 1.1. Cafeterias are multi-purpose spaces used and managed by the school sites. When not in use by FNS, cafeterias are used and scheduled freely for school activities. School sites will work with custodial staff to daily restore the space for FNS use.
 - 1.2. Cafeterias are available for permitting by outside groups and are designated as a Civic Center space. Use must be permitted through the Facility Permit office.
 - 1.3. School and Facility Permit holders may use sinks and counter spaces in the Kitchens for simple activities such as making coffee or cutting cakes as part of this use. The use of kitchen equipment, tools or supplies is prohibited unless the use of the kitchen is included in the agreement or permit. All kitchen use must follow the regulations below. Unauthorized use of the kitchen facilities will result in a discontinuation of permit and use.
2. Kitchen Use
 - 2.1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Director of FNS. School sites will work directly with FNS for authorization. Permit users will coordinate their use through the Facility Permit office.
 - 2.2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Services employee present the full time.
 - 2.3. Arrangements shall be made with the Director of FNS by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.
 - 2.4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.

- 2.5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FNS. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.
 - 2.6. Breakage, damage, or loss of equipment shall be paid by the organization using the Food
 - 2.7. School Site and Facility Permit users will be charged the direct cost to the district for hiring the Food Service employee as per the agreement with classified staff. There is a three hour minimum for all employee work calls. When the work exceeds their regular assignment, the employee will be compensated at a rate of one and half times their salary.
 - 2.8. School sites will be billed by the FNS Office and will be responsible for compensating the FNS for the costs. Permit users will be invoiced the estimate of use prior to the event by the Facility Permit office. This must be paid in full prior to the event. Any additional costs or damage will be invoiced to the permit user following the event. The security deposit will be returned after the final invoice is paid.
 - 2.9. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of FNS.
 - 2.10. Use of refrigerators must be arranged in advance with the Food Service employee for the space. Requirements of the cafeteria receive first consideration.
 - 2.11. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.
 - 2.12. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the City or County Health Department or from an approved source.
 - 2.13. Commercial caterers may only use Food Service facilities with written permission by the Director of FNS.
 - 2.14. FNS will not generally provide catered meals except for school-sponsored events. When FNS prepares or serves catered meals, the school or permit user will be charged the prevailing rate approved by the school district.
 - 2.15. No child under fifteen years of age shall be allowed in the kitchen area.
3. Any use contrary to or in violation of any law, or of these rules and regulations, shall be referred to the Director of FNS (and in relation to permit users, the Director of Facility Permits) for consideration and disposition. Abuse of the Cafeterias and Kitchens may be grounds for cancellation of use or permit; for removing the users from the property;

and/or may be grounds for barring such individual, group or organization from further use of the facilities of this district.