

KITCHEN FACILITY USE PROTOCOL FOR SCHOOLS
IN THE NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
(Ref: NMRSD KF COMMUNITY USE OF SCHOOL FACILITIES)

Purpose: Create a clear understanding of the responsibilities and practices of safe use and maintenance of district facilities by staff members or other groups who wish to utilize the school kitchen facilities.

1. Requesting use of facilities:

- a. A building use form must be completed per Policy KF R-1 at least **three (3) weeks in advance of activity to use kitchen.**
- b. This form will be forwarded to the Dining Services Director and **Facilities Use Manager**, who will contact the staff member or group representative.
- c. All activities are subject to all district policies regarding building use.

2. Types of services provided for kitchen use:

- a. **Kitchen Use:** If an individual or a group wishes to use the kitchen facilities and appliances, a food service employee must be present prepare, cook and/or serve food, and clean the facility. The number of employees required is dependent on the group size. Food service employees are paid at a rate of \$25.00 per hour and this charge is separate from the rental fee. The individual or group renting the facility will be responsible for removing unused food and other items that are not intended to be disposed of. The charge to the individual or group for the use of the kitchen will be in accordance with Exhibit KF E-1. This section also applies to school or non-school groups who are carrying out activities for fundraising.
- b. **After School Enrichment - Use of Kitchen:** The protocol of the section above applies to this type of facilities use, with the exception of the cost for personnel. When the kitchen is used for the purpose of an approved **school-related** program that is not a fundraising activity, the personnel costs will be paid by the district provided that the individual in charge of the program gets pre-approval from the district business manager.
- c. **Catering:** An individual or group may use the services of the **district's dining contractor** to provide, prepare, cook and serve food in the dining area or other area of the school. In this case there is a charge per person for food and service. The responsibilities of the employee(s) are to provide, prepare, cook and serve food, set up the service area, clean the

kitchen and remove the trash. If this catering is done during the workday and no additional personnel is needed, there is no hourly charge for the employee(s). If it is done after the regular work day the hourly charge is factored into the per person price. The cost varies depending on the menu.

Will need to change to food service personnel supervises and provides direction and equipment if need be. Others need to be able to serve and prepare...

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The North Middlesex Regional School District Committee welcomes public comment on matters within its purview. Accordingly, the Committee makes available a maximum 10-minute period at its regular meetings for individuals in the audience to address the Committee for no longer than three (3) minutes per person. **Only district residents may participate in public comment. The exceptions to the foregoing are:**

- 1. Officials of any of the three-member towns of the district who do not reside in the district and who have official responsibility for matters in those towns**
- 2. Parents/guardians who live out of district but have children who attend NMRSD.**

Written material of any length may be submitted in advance or at the meeting. Preference will be given to persons who seek to address the Committee on specific agenda items for the upcoming Committee meeting. Agendas for upcoming Committee meeting are generally posted several days prior to the meeting on the District website. Persons wishing to speak are strongly encouraged to submit their request before the day of the meeting; contact information is provided below. If time permits, the chairperson will allow members of the public who have not contacted the Committee in advance to speak in the public comment period. Those individuals must sign in prior to the start of the meeting. The chairperson may limit the number of speakers due to time constraints and may increase or reduce the time allocated per speaker of for the session. All agenda topics will be determined by the chairperson and referred to subcommittee as appropriate.

While there is no requirement to submit written testimony, a speaker who elects to do so should submit 10 copies of the testimony prior to or at the meeting for distribution to Committee members. Requests to address the Committee, written testimony, and other inquiries may be transmitted by mail, e-mail, fax or telephone to:

School Committee Secretary
North Middlesex Regional School District
45 Main Street Pepperell, MA 01463
978-597-8713 (tel) 978-597-6534 (fax) info@nmrsd.org (email)