
AURORA PUBLIC SCHOOLS
Adopted May 1993
Reviewed September 2007

APS Code: EFG

**CATERING, NUTRITION SERVICES AND OUTSIDE FOOD
AT SCHOOL ACTIVITIES/EVENTS**

Special events consist of the use of school kitchens, services of nutrition services personnel and ordering of food and supplies. These services are separate from the school lunch or breakfast programs and are requested from the nutrition services office.

Requests for special events will be evaluated and approved in accordance with the procedure for special events.

AURORA PUBLIC SCHOOLS
Issued May 1993
Revised October 2003
Revised September 2007
Revised July 2016
Revised July 2019
Revised May 2023

APS Code: EFG-R

**CATERING, NUTRITION SERVICES AND
OUTSIDE FOOD AT SCHOOL ACTIVITIES/EVENTS**

Page 1 of 2

A special event is a function other than school lunch or breakfast in which specific services are requested from the nutrition services office. These services consist of the use of school kitchens, services of nutrition services personnel and ordering of food supplies.

When a school kitchen is to be reserved and/or services of nutrition services personnel requested, a "Facilities Use Application" form must be submitted to the facilities rental office. A nutrition service employee must be present when kitchen equipment is used to assure safe operation.

Nutrition services catering should be given priority consideration when selecting a caterer for an event. When food is to be ordered from nutrition services, a "Request for Food Service" form must be submitted to the Nutrition Services Office at least two weeks prior to the event. The date and place of the event, food items and supplies requested, sponsor of the event, a budget code for billing, and an authorized signature need to be on the form.

The director of nutrition services or designee is to be contacted for any evening or weekend special event.

Food brought in for functions such as school parties must be from a source that has been inspected by a city or county health department. The food shall be transported, stored and served in a manner to prevent contamination or adulteration.

When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed. Snacks must follow school wellness guidelines.

LEGAL REFS: CDE Regulation 1 CCR 301-79 Rules for the Administration of the Healthy Beverages Policy
Federal Regulation 7 CFR Sec. 210.11 Competitive Food Services
Colorado Competitive Food Service Policy 2202-R-203.00

AURORA PUBLIC SCHOOLS

APS Code: EFG-R

Issued May 1993

Revised October 2003

Revised September 2007

Revised July 2016

Revised July 2019

Revised May 2023

**CATERING, NUTRITION SERVICES AND
OUTSIDE FOOD AT SCHOOL ACTIVITIES/EVENTS**

Page 2 of 2

CROSS REFS: **ADF: SCHOOL WELLNESS**
 EFEA: NUTRITIOUS FOOD CHOICES
 EFJ: NUTRITION SERVICES
 KFD: COMMUNITY USE OF KITCHEN FACILITIES