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**AURORA PUBLIC SCHOOLS**  
**Adopted May 1993**  
**Reviewed September 2007**

**APS Code: EFG**

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**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.

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**AURORA PUBLIC SCHOOLS**  
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### **CATERING, NUTRITION SERVICES AND OUTSIDE FOOD AT SCHOOL ACTIVITIES/EVENTS**

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 "Request for Facilities Use" 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 four weeks prior to the event. Late orders will not be accepted. 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

**CROSS REFS:** ADF: SCHOOL WELLNESS  
EFEA: NUTRITIOUS FOOD CHOICES  
EFJ: NUTRITION SERVICES