



CLARKSTOWN CENTRAL SCHOOL DISTRICT

62 Old Middletown Road, New City, NY 10956

To: All CCSD Facilities Use Permit Holders

Date: November 26, 2013

Re: **Food and Cooking at District Facilities**

From: John LaNave, Asst. Superintendent of Business

CC: Jeff Sobel, Asst. Superintendent of Personnel and Instruction
Anthony Valenti, Manager of Facilities
Maureen Sullivan, Manager of Business Services
Dr. Chris Serra, Director of Physical Education and Aquatics
Robert Preiss, Director of Food Services

I have been asked to clarify the District's policy regarding cooking and food service by permit holders at District facilities.

Groups may request the use of district kitchen facilities as per District Policy 3511R paragraph 8b: *"If kitchen facilities and equipment are requested, approval must be obtained by the director of food services. A member of the food services staff must be assigned to oversee the activities of the kitchen. The group will be billed for the use of food staff assigned."* Additionally, your organization may need to secure permits from the Department of Health.

Any cooking and/or preparation of food that is not done with the approval of the director of food services in a CCSD permitted kitchen facility is prohibited, as is the use of any cooking or heating device. This includes but is not limited to open coil appliances such as hot plates, toaster ovens, sandwich makers, microwave ovens, coffee machines, hot dog roller machines, popcorn poppers and pretzel warming machines. The use of sterno or other open flame is also prohibited.

Permit holders may sell prepackaged commercially prepared foods and beverages that do not require preparation.

District policies were put in place to reduce the potential for fire related damage and/or injury to students, employees, and district facility users, and decrease overall energy consumption.

Thank you for your cooperation.