

Greene County School System Outside Catering Guidelines

1. **GCSS kitchen and cafeteria facilities are open to the public for their use for a fee of \$150 with the following guidelines:**
 - a. Person or organization must contact the Director of School Nutrition prior to scheduling any event
 - b. Person or organization must provide the best estimate of how many attendees will be present at event
 - c. The above fee includes (1) one GCSS cafeteria staff for 4 hours and based on staffing requirements. Staffing requirements are as follows:
 - i. (1) GCSS kitchen staff is required for every 75 attendees. For example, if the event is estimated to have 160 attendees, the person or organization hosting the event must pay for an additional GCSS cafeteria staff member at a rate of \$25/hour for a minimum of 4 hours each.
 - ii. If best estimate of attendees greatly varies from actual number in attendance the day of the event, then the appropriate number of GCSS kitchen staff will be added at a cost of \$25/hr.
 - iii. The allotted 4 hours includes set up and cleaning after event. Please include the time GCSS cafeteria staff will need to clean afterwards when scheduling your event.
 - iv. Person or organization will be charged for each additional hour worked over the allotted 4 hours at a rate of \$25/hour for each GCSS cafeteria staff.
 - d. Person or organization must also pay for GCSS custodial staff and facilities rental. Contact GCSS Transportation Department for more information.
 - e. Payment **must be made at least 48 hours prior** to event. Checks or money orders should be made payable to: Greene County Schools. The memo section shall contain the name of the event
 - f. Payment shall be brought to the CBJ Board of Education office located at 101 East Third Street, Greensboro, GA 30642
 - g. Returned checks will result in a \$30 service charge and the inability to use a check as a form of payment in the future. Only cash will be accepted at this point.
 - h. All equipment including, but not limited to: stoves, ranges, deep fryers, walk-in coolers, walk-in freezers, tilt skillets, mixers, and ice machines must be operated by GCSS kitchen staff. No exceptions
 - i. Alcohol and alcoholic beverages are strictly prohibited from all GCSS properties and facilities. No exceptions