

Rules & Procedures for Food Sales in School Building

➤ Prohibited Food Practices

- **Food may not be prepared, cooked, baked, or stored in a private home.**
- Food preparation must occur in a **licensed and inspected commercial facility.**
- School kitchen equipment is not available for concessions unless: A school food service employee is hired for the event per school policy.
- Home Crock pots, roasters and slow cookers are not allowed

➤ Available Options Include:

1. Commercially Prepared / Pre-packaged Items

- Pre-packaged Items
- Examples:
 - Bottled water, Soda or Sports Drinks
 - Candy, Pre-packaged snack foods (e.g., bagged chips, granola bars)
- Commercially prepared items for immediate sale
- Examples:
 - Domino's or Hot Stuff sold within 2 hours (Time as a Public Health Control)
 - A Commercial Warmer is available from Concessions upon request
 - Receipt as proof of purchase must be available if requested

2. Catered (Purchased or Donated)

If a licensed inspected facility is providing food for the event (i.e. Restaurant catering the event) the following documentation must be provided before the event and posted or onsite during the tournament:

- A valid **Minnesota Department of Health (MDH) or Minnesota Department of Agriculture (MDA) food license**
- **Receipts, invoices, or proof of donation** must be available if requested.

3. Special Event Food Stand License

Groups may alternatively apply for a special event food stand license.

<https://www.mda.state.mn.us/special-event-food-stand-license>. All food stands must operate according to the Minnesota Food Code. Food served under this license still needs to be prepared in a licensed facility.

- Provide proof of license if acquired

Selected Food Service Option

- ☐ Option 1: Commercially Prepared / Pre-packaged Items
- ☐ Option 2: Catered (Purchased or Donated)
- ☐ Option 3: Special Event Food Stand License

Brief Description of Concessions plan:

Approval & Authorization

I have reviewed the Rules & Procedures for Food Sales and understand that all food sales must comply with these requirements. I agree to follow all applicable school policies and Minnesota food safety regulations.

Organization Name: _____

Authorized Representative (Print Name): _____

Signature: _____

Date: _____

Approved By (School Representative): _____

Signature: _____

Title: _____

Date: _____