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## 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 \$100 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. Person or organization must pay for GCSS kitchen staff at a rate of \$20/hr for a minimum of 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 (2) GCSS kitchen staff members at a rate of \$20/hr 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
  - d. Person or organization must also pay for (1) member of the GCSS custodial staff at a rate of \$20/hr for a minimum of 4 hours
  - 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
  - h. All equipment including, but not limited to: stoves, ranges, deep fryers, walk-in coolers, walk-in freezers, tilt skillets, mixers, slicers, dicers, 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