



DISTRICT 728 Community Education

1170 Main Street • Elk River, Minnesota 55330 • 763•241•3520 • www.728communityed.com

Welcome to ISD 728. Our mission is to **educate, inspire & empower** our diverse learners to shape their futures, to accomplish their dreams, and to contribute positively to our local and global communities.

Rules & Procedures for Selling Concessions

The individual named on the permit, and the group in whose name the permit is issued, are jointly responsible for ensuring a license is purchased when required and these guidelines are met.

Licensure requirements:

No license is required if ONLY pre-packaged food items are sold (bottled pop, water, candy, etc). If you plan to sell coffee or any items that are not pre-packaged, you are required to get a food license from the MN Department of Health. Contact information to obtain licensure:

Hennepin County – 612-543-5200 or <http://www.hennepin.us/business/licenses-permits/food-beverage-lodging>

Wright County – Tyffani Maresh/320-223-7361

Sherburne County – Tyffani Maresh/320-223-7361

Licensure Options:

Special Event License:

- Check with County for specific requirements
- Some requirements include:
 - hand-washing facilities
 - dish-washing facilities
 - mechanical refrigeration for potentially hazardous foods
 - prep sink dedicated to washing fruits
- Home prepared foods are not allowed
- Crock pots, slow cookers or roaster are not allowed
- For example, serving hot dogs at Salk Middle School would require a portable hand-washing station (3-containers sufficiently sized to immerse utensils for sanitizing, electric roasters or hot dog roller) and a refrigerator
- Additional requirements as indicated by the MN Department of Health

Seasonal Permanent License:

- Check with County for specific requirements
- Same guidelines as Special Event License

Equipment brought into facility by group:

1. Use of roasters and crock pots are not allowed in the concession stand or kitchen *unless the food is to be given away* (free). This equipment is not authorized for use when selling food.
2. Equipment from the school kitchen is not available for use in the concession stand, unless you have a food service cook hired for the event.
3. Property left at the school is not the responsibility of ISD 728.

During event:

1. Hand Washing - All persons working in the concession area or kitchen must wash their hands! Hand washing must be done after eating, drinking, use of the restroom and handling garbage.
2. Children under age 16 in the kitchen or concession area must be closely supervised by an adult.
3. Please read information about use of sanitizer posted in the concession stand area.
4. Do not store food on the floor.
5. Wipe up spills inside refrigerators.
6. Wear gloves when handling ready to eat food.
7. Eating or gum chewing is not allowed while working in the concession stand or kitchen.
8. Flip flops are not to be worn while working in the concession stand or kitchen.
9. Food that is not for sale cannot be stored in the concession area during the event (ie. food saved for workers that is not for sale).

At end of day/event:

1. Users are required to return areas to the condition in which they were found at the beginning of their event/activity. This means tidy and in reasonably clean condition.
2. Wash down all counters.
3. Wipe down the popcorn machine, microwave (ERHS), hot dog roller (RHS) and cheese machine after you are finished with the equipment.
4. Wipe up any spills inside the refrigerators.
5. Sweep the floor; a broom & dust pan is available in the concession area.
6. Remove all items your group brought into the facility; items not taken and left at the school will become the property of ISD 728.
7. Group will be billed for any damaged or missing equipment as a result of their use.

Approved concessions items not requiring a license:

Bottled beverages
Prepackaged candy
Individual bags of chips
Prepackaged ice cream
Individual packages of chips/cheese
Individual packages of beef jerky/Slim Jims

Concessions requiring a license (list provided to assist groups in determining licensure need and is not a complete list of all items requiring licensure):

Coffee	Pizza and/or breadsticks (catered in or baked on site)
Fruit Smoothies	Nachos – chips and cheese
Pickles	Cotton Candy
Fruit - fresh	Beef Jerky/Slim Jims
Hot dogs/Brats	Popcorn
Walking tacos	Donuts/rolls/muffins (brought in from bakery)
Sloppy Joes	Cookies (bakery and/or baked on site)
Hamburgers (including outdoor events with a grill)	