

PLEASE NOTE:

When using a Howards Grove School District facility, students need to remain in the area(s) reserved in the building. Students should not be moving through other parts of the building unsupervised. Your cooperation in eliminating students moving throughout the building unsupervised will be appreciated.

APPLICANTS/ORGANIZATIONS & EVENTS SERVING FOOD:

Additional permits and licensure from the Health Department are the responsibility of the applicant/organization (documents attached). Any penalties or fines associated with non-compliance of Health Department requirements are the responsibility of the applicant/organization.

**APPLICATION AND AGREEMENT FOR
USE OF HOWARDS GROVE PUBLIC SCHOOL FACILITIES**

Complete and submit to principal's office.

DATE OF APPLICATION: _____

APPLICANT: _____

ADDRESS: _____

_____ PHONE: _____

SPONSORING ORGANIZATION: _____

ACTIVITIES PLANNED & PARTICIPANTS (be specific): _____

DATE(S) REQUESTED: _____

BUILDING REQUESTED (CIRCLE BUILDING) Northview Middle School High School

FACILITY(S) REQUESTED: Gym Kitchen Commons Concessions Locker rooms
(CIRCLE APPROPRIATE ROOMS)

Classroom(s) Room # _____

TIME DOORS OPENED: _____ TIME DOORS CLOSED: _____

TOTAL HOURS: _____ FEE: _____

LIST EQUIP. NEEDED: DISTRICT WILL PROVIDE: DISTRICT WILL NOT PROVIDE:

_____	_____	_____
_____	_____	_____
_____	_____	_____

In signing this application the applicant agrees to be bound by the terms and conditions attached hereto which are made a part hereof.

SIGNATURE OF APPLICANT: _____

OFFICE USE ONLY

APPLICATION:	_____ APPROVED	_____ DISAPPROVED	
DATE:	_____	BUILDING ADMINISTRATOR SIGNATURE:	_____

TOTAL FEES:
COMMENTS: (by district)

COMMUNITY USE - FEES AND REGULATIONS

7510-A

1. Rental of school facilities per event on week days when employees of the District are working.

	YOUTH GROUPS *	PTA & SCHOOL ORGANIZATIONS	DISTRICT ADULT GROUPS	LTC GOVERNMT UNITS
<u>GYMNASIUM:</u>				
Elementary	\$15	Free	\$15	\$30
Middle School	\$20	Free	\$20	\$35
High School	\$30	Free	\$30	\$45
<hr/>				
<u>SHOWER ROOMS:</u>				
	\$10	\$10	\$10	\$10
<hr/>				
<u>CLASSROOMS:</u>				
Computer	NA	NA	\$20	\$20
Regular	FREE	FREE	\$10	\$10
Labs, Art, Home Ec.	NA	NA	\$15	\$15
Shops	NA	NA	\$25	\$25
Library	NA	FREE, NO COMP. USE	\$20	\$20
<hr/>				
<u>CAFETERIA:</u>				
Lunchroom	FREE	FREE	\$15	\$15
<hr/>				
Kitchen	FREE	FREE	\$10	\$10
<hr/>				
Kitchen Equipment (stove, refrig., dishwasher, etc.)	INCLUDES COSTS OF FOOD SERVICE EMPLOYEE \$15* PER HOUR	\$15 PER HOUR	\$15 PER HOUR	\$15 PER HOUR

* If the participants are primarily Howards Grove students, the fee may be waived at the discretion of the building principal.

2. Rental of school facilities outside of the normal working hours of District employees.

The rental rates in this category will be the same as category one above and will include an additional fee of \$15* per hour to cover the cost of hiring an employee who will be present during facility usage. Usage is subject to the availability of an employee.

* This fee may be waived at the discretion of the employee and with the consent of the administration.

GENERAL PROVISIONS

- A. The Board of Education reserves the right to alter any portion of this policy or procedure at any time and reserves the right to judge the eligibility of each organization individually as they request the use of school facilities and/or sites.
- B. School equipment, which has been approved for usage, will not be removed from any school building by any student, employee, or other person using school facilities, without permission of the principal.
- C. Application for building usage by a person or organization will be made in duplicate to the principal. Said application will be made on an attached form entitled, "Application and Agreement for Use of Howards Grove Public School Facilities".

The application form shall be completed in its entirety with special attention being given to designated supervisors and/or responsible chaperons.

In the event any facility or facilities previously engaged by a person or organization and formally approved by the principal should be deemed needed for school purposes or activities on the date previously granted, school function shall take precedence and another time will be scheduled for the organization or individual's event.

- D. Each organization or individual contracting to use District facilities will be held responsible for proper treatment of equipment and building and for the proper conduct of spectators and/or participants.
- E. Activities staged and operated in a District building shall not be permitted unless a custodian, authorized school employee or a non-employee approved by the principal is present at all times while people are present in the building. This individual shall be responsible for opening, closing, lighting, security, and cleanliness of the building, and will provide necessary custodial services for persons within the building. This individual will not serve as a supervisor for the organization using the building unless express permission is given by the principal for this purpose.

The applicant and sponsoring organization using the facility will be responsible for all property damage and claims done to this building and/or grounds as denoted in the attached signed agreement.

- F. All expenses incurred for the use of the facilities shall be borne by the user in accordance with the fee schedule and notations made on the application document.
- G. When District gymnasiums are to be used for physical activities, only persons with approved rubber-soled shoes are allowed on the gym floors. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.

Specialized instructional supplies and equipment are not included with the rental of the building. It is not the policy of the District to rent equipment such as projectors, screens, athletic equipment, or towels, etc.

- H. Use of or the sale of intoxicants or controlled substances will not be permitted on school grounds at any time or under any circumstances. Users who violate this segment of the policy shall run the risk of having future applications for building/facility usage denied and legal intervention.

Smoking or use of smokeless tobacco will not be allowed in any area within the school building or on school premises.

Food and non-alcoholic beverages may be consumed only in specified areas as approved by the principal.

Additional permits and licensure from the Health Department relative to the sale of food items are the responsibility of the applicant/organization (documents attached). Any penalties or fines associated with non-compliance of Health Department requirements are the responsibility of the applicant/organization.

- I. The principal reserves the right to deny the use of the building to any organization or activity, which in his opinion would not be in the best interest of the school. All requests for use of the building should be directed to the principal.
- J. The Board reserves the right to adjust or suspend the rate schedule when mitigating circumstances of individual applicants indicate such modification is in order.

- K. Teachers' use of school facilities after school: Teachers wishing to use the school facilities at night or on weekends must secure the approval of the principal. The office will notify the custodial staff, so they will know prior to anyone entering the building who has proper authorization to be present.

Insurance Coverage:

The School District's liability insurance does not provide protection to the activities and property of any outside organization permitted to use the facilities of the school district. Therefore, the School District is not responsible for any bodily injuries or damage to or loss of property arising out of the activities of any group that is not sponsored by the School District.

It is, therefore, advisable for the facility user to obtain limited insurance to cover their particular liability and potential loss due to damage of district facilities and equipment; approved users will be responsible for all loss.

APPROVED: April 4, 1976
REVISED: May 12, 2003
January 2, 2012
January 14, 2014



SHEBOYGAN COUNTY

*Division of Public Health
Health and Human Services Department*



TO: Principals, Coaches, and Club Advisors in Sheboygan County

The Environmental Health Department inspects school lunch programs, restaurants, taverns, churches, lodging, pools, campgrounds, vending machines, and tattoo facilities in Sheboygan County. In addition, we work with schools, organizations, and clubs who sell food to the public at concession stands and at temporary food events, such as fairs, festivals, brat frys, and fundraisers.

These temporary food establishments must adhere to the Wisconsin Food Code requirements and obtain a temporary food permit to operate within Sheboygan County. We can provide food safety materials, the event inspection, and the permit. The attached guidelines will help your staff operate successful, safe temporary food events. Additional information and a copy of the "Temporary Food Service Guidelines" can be found in the Environmental Health section at www.sheboygancounty.com.

Please share this information with all temporary food event coordinators and volunteers. They play a critical role in the safety of your food events and are considered the first line of defense against a foodborne illness. The Center for Disease Control (CDC) estimates that 1 out of 6 Americans will become sick from a foodborne illness each year; over 128,000 people will be hospitalized or die from foodborne illnesses per year. Many of these illnesses can be prevented by adhering to proper food handling procedures.

Please call (920)459-4347 at any time with any questions or concerns. Thank you for your help!

Department of Public Health Requirements for Temporary Food Events

- (1) State law requires the use of effective hair restraints for all people preparing food or serving unwrapped foods. Hair restraints may include hats, visors, hairnets, or bandanas that cover the top of the head and are tied in back. (A hair restraint sign is attached for use at your event).
- (2) Handwashing is critical to the safety of your event. Handwash stations must be set up according to the "Temporary Food Service Guidelines". All staff must follow good handwashing practices.
- (3) Gloves must be worn by all workers preparing the food or serving unwrapped foods. Hands must be washed prior to putting on the gloves.
- (4) Money must be handled separately from the food.
- (5) Hot foods must be held at 135 degrees or higher **after** they have been cooked to the proper temperatures. Cold foods must be kept at 41 degrees or lower.
- (6) Recording temperatures every hour is highly encouraged. A sample temperature log is attached.



**APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT
SHEBOYGAN COUNTY PERMIT APPLICATION**

Division of Public Health – Environmental Sanitation
1011 N. 8th Street, Sheboygan, WI 53081
(920) 459-4382



Public Health
Prevent. Promote. Protect.

Before completing this application, read “*Temporary Restaurant Guidelines.*” Have you read this material? Yes No

ALL applications must be completed and returned to the Division of Public Health at the above address *prior* to the event.

Please contact the Sheboygan County Division of Public Health – Environmental Sanitation Program at (920) 459-4382 to determine if fees are applicable for your event. Fees if applicable are: \$105 (1-2 days), \$175 (3-21 days). Make checks payable to Sheboygan County HHSD

Name of Establishment Operator Contact Telephone

Event/Location Dates and Times of Event

Operator’s Mailing Address

1) Menu: List all items. Any changes must be submitted and approved by this department at least 5 days prior to the event.

2) Will all foods be prepared at the temporary food service booth?

- Yes, Fill out Section No. 3
- No, Fill out Section No. 4

Note: 1. Home-prepared food is illegal.
2. Indicate if the establishment where the food is to be prepared has a valid food processor or restaurant license.
3. Fill out both Sections 3 & 4.

3) List each potentially hazardous food item, and indicate which preparation procedure will occur in the space below. Potentially hazardous food means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Potentially hazardous food does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less {Ch. HSS 196.03 (19)}.

Food Item **Preparation Procedures (Check all that apply)**

Food Item	Cook	Fry	Grill	Bake	Re-heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other

*Note: If your food preparation procedures cannot fit in this chart, please list all of the steps in preparing each menu item on an attached sheet.

* If the location prepared is other than booth, provide establishment name & address:

4) For each potentially hazardous food item prepared and served (i.e., meat, poultry, seafood, milk, eggs, etc.), indicate the name and address of the source or manufacturer.

Food Item	Name of Establishment	Address & Telephone Number

*Note: If your food preparation procedures cannot fit in this chart, please list all of the steps in preparing each menu item on an attached sheet.

5) Please Describe:

Source and storage of water: _____

Storage and disposal of wastewater: _____

Storage and disposal of garbage: _____

6) Draw a sketch of the proposed temporary food booth on an attached sheet. Draw in the location and identify all equipment including handwashing, dishwashing, ranges, grills, hot food holding facilities, refrigerators, worktables, food/single service storage, etc.

A. Describe the construction and materials used for floor, wall and ceiling surfaces:

B. Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects:

I certify that I am familiar with Chapter HSS 196 Restaurants of the Wisconsin Administrative Code governing sanitation in restaurants, and the described establishment will be operated and maintained in accordance with applicable regulations.

Applicant's Printed Name

Applicant's Signature

Date

For Office Use Only

Amount Paid: _____

Date: _____

Permit Issued: _____

STATE LAW REQUIRES EFFECTIVE HAIR RESTRAINTS

HFS 196 APPENDIX 2-402.11 (A) WISCONSIN ADMINISTRATIVE CODE, STIPULATES:

“Food employees shall wear hair restraints such as hats, hair covering or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food, clean equipment, utensils, and linens; and unwrapped single-service and single-use articles”

DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF PUBLIC HEALTH
PPH 7002 (REV. 01/06)

STATE OF WISCONSIN
FOOD SAFETY & RECREATION LICENSING
P.O. BOX 2659
MADISON WI 53701-2659