REFRESHMENT AND CATERING GUIDELINES

Blue Valley School District Food and Nutrition Services can provide food from the simple to the complex. We have special party ideas from a pizza party to an elegant chocolate fountain. Services are available for breakfast, lunch, dinner, meetings, field trips or field days. The following guidelines will insure quality customer service.

Use of School Facilities
1. You must have a permit to use the School Food and Nutrition Service facilities.
2. Permits are obtained by calling Facility Scheduling Specialists at (913) 239-4259 or (913) 239-4103, in the Facility Scheduling department.

Pot Luck or Covered Dish
1. When an organization brings prepared foods in serving dishes ready for guests to serve themselves Food and Nutrition Services assumes no responsibility for quality, sanitation and/or wholesomeness of items. Serving utensils and containers are the total responsibility of the individual or organization providing the food.

2. Use of kitchen facilities (ovens, warmers, serving line, dishwasher, etc.) REQUIRES the presence of a Food & Nutrition Services staff member. The cost to you for a Food & Nutrition staff member will be a minimum charge of $20.00 per hour.

Catered Meals by Food and Nutrition Services
1. The Food and Nutrition Catering Service has developed a variety of menus to meet the needs of schools and/or organizations. If the menus do not meet your needs, please contact Food and Nutrition Services for a customized menu.
2. Refreshment and Catering Guides are available at the Food and Nutrition Service’s office at the District Office complex or at any of the Blue Valley School cafeterias.
3. Catering arrangements can be made through the Food and Nutrition Services office, (913) 239-4062, or you may call the Food Service Manager at the school where the event is being held. Refreshment and Catering order forms are also available on the web at [www.bluevalleyk12.org](http://www.bluevalleyk12.org). You will be billed for refreshments, catering and labor hours, where applicable. There is a $10.00 minimum order (or other minimum where specified).

4. It is recommended that only one person from your group be responsible for contacting the Food & Nutrition Department or school about events. Catering arrangements need to be made at least three weeks in advance of the event. Final numbers must be turned into the site manager 48 hours prior to the event. We will make every effort to meet your catering needs on shorter notice.

**Refreshment & Catering Form**

1. The special event order form is a three part form. Fill in the appropriate sections and retain the pink copy for your records. Mail the white and yellow copy to the Food and Nutrition Service's office or school if the event is taking place at a school location.

<table>
<thead>
<tr>
<th>BLUE VALLEY FOOD AND NUTRITION SERVICES SPECIAL EVENT ORDER/PAYMENT FORM</th>
<th>INVOICE # (Bldg.) - - - -</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF EVENT</td>
<td>CONTACT PERSON</td>
</tr>
<tr>
<td>TIME OF EVENT</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>BUILDING: (Bldg. Name)</td>
<td>ROOM:</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>BILLING ADDRESS</td>
</tr>
<tr>
<td>NUMBER OF PEOPLE</td>
<td>BV ACCT BILLED TO:</td>
</tr>
</tbody>
</table>

**PAYMENT FORM**

<table>
<thead>
<tr>
<th>PRODUCT/ITEM</th>
<th>AMOUNT</th>
<th>UNIT PRICE</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
</table>

**FOOD SERVICE STAFFING**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>COST/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(required when kitchen facility used)</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**MINIMUM ORDER $10.00**

Make checks payable to: Blue Valley Food & Nutrition Services (Account #000915)

Check can be given to School Food Service Manager or Mailed to:

Blue Valley Food & Nutrition Services
15020 Metcalf; Overland Park, KS 66223

Phone # 239-4062 Kitchen Phone # ( - )

Invoice # will be completed by Kitchen Manager

White copy - DO Food Service Office

Yellow copy - Kitchen Manager

Pink copy - Customer

**TOTAL:**

**PAID:**