

ISD 194 CONCESSION & FOOD GUIDANCE: SALES

This is for facility use occurring within ISD 194 District buildings wherein food is going to be ***sold at a concession/fundraiser event.***

Name of Group:		Date of Event:	
Point of Contact Name		county/state approved?	
Point of Contact Phone #		Facility Use Office Approval: / Permit #	
Location for selling items: (list out)		COI on file for group/event and for any vendors providing food	
Signature Agreeing to guidance			Date:
Signature of person who has food license / certified food handler			Date:
Include all applicable permits and lists of items and equipment to be used. Submit all files to facilitiesuse@isd194.org .			

- ✓ If food is to be sold, a special event license with Dakota County must be obtained and a copy of it submitted to the Facility Use office at least 2 weeks prior to the event. (individually packaged items may be sold without a license)
- ✓ A list of food items to be sold, along with equipment being used, must be submitted to the Facility Use office a minimum of two weeks prior to the event.
- ✓ Only approved equipment will be allowed/approved, including food warmers
Pre-packaged food which has been commercially made can be brought in for sale but must follow county / state guidelines.
- ✓ Each concession area must have a certified food handler on while the sale of food is occurring under these circumstances: food is being kept warm, food will need to be reheated, food is not pre-packaged.
- ✓ Each concession area must have set up that follows Dakota County special event guidance including an event point of contact, handwashing stations, and all other requirements. A full list can be found (Insert accurate county/state links)
- ✓ If Kitchen access has been requested for preparation of food, all food must be purchased through Student Nutrition. Outside food cannot be brought in to be prepared. This must be done at least 6 weeks prior to the event.

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- ⊖ CROCK POT / ROASTERS ARE NOT ALLOWED
 - ⊖ No raw meat, poultry or fish products may be brought into the facility
 - ⊖ No homemade food is able to be brought into the facility for the purpose of selling in a fundraiser / concession stand.
 - ⊖ Leftover non-packaged food cannot be left out or given away

**All food being prepared in the Kitchen is required to be purchased through the Student Nutrition (4 weeks in advance of event date)

RESOURCES:

[MN Administrative Rules: 4626.1855](#)
[SPECIAL EVENT FOOD STANDS](#)

[MN Special Event Food Stand](#)
[Person in Charge MDH Food Fact Sheet](#)
[Lakeville Special Event Food Application](#)