

**North Orange County Regional Occupational Program
ORANGE COUNTY SCHOOL OF CULINARY ARTS
FOOD SERVICE AND CATERING EVENTS
ROP AR 6165.1**

AR 6165.1 (a)

Administrative Regulation

Catering:

1. Catering arrangements with outside (non-program) parties must be finalized with a written contract.
2. The ROP/OCSCA may provide servers for off-site events.
3. Food items shall be prepared by OCSCA students and chefs.
4. All provided beverages shall be non-alcoholic.
5. Food products can be delivered to the event site or picked up at the school.

Contracts and Agreements

1. Service agreements with non-program agencies must be approved by the site administrator and the Assistant Superintendent, Educational Services.
2. Catering events shall not take precedence over class scheduling and instruction.
3. All contracts shall meet State Education Code criteria as they pertain to students.
4. Contracts shall include specific costs as stated in the "Costs and Fees" section.
5. Customers assume financial responsibility for the replacement of damaged or lost OCSCA serving equipment/implements used for any event.

Fees and Costs

1. Product Fee: The cost of the product plus a 15% administrative and handling fee.
2. Delivery Fee: \$25.00 minimum for all events.
3. Set-up Fee: \$25.00 to \$50.00 depending on the size and scope of the event.
4. Deposit: A 10% deposit fee is due upon signing of the contract.
5. Balance: The balance of the contract fee is due upon product delivery or pick up.

Adopted: March 29, 2001

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AR 6165.1 (b)

Use of OCSCA Services and Facilities

1. Use of facilities and services, and participation of students, shall be scheduled so as not to interfere or conflict with class meetings and instructional activities.
2. Products and facilities are available for ROP functions and events, and by contract, for program employees, board members, governmental agencies, and non-profit organizations.
3. OCSCA facilities, products and services **may not** be provided for political events, political groups, or for any politically affiliated organization.