

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3317

FOOD AND BEVERAGE AND OFFSITE FACILITY RENTALS

- I. Public funds shall not be used for hosting, which is defined as expenditures for food, beverages, and related items regardless of the funding source (including grant and bond funds). There are eight exceptions defined below:
 - A. Food and related items as required and defined by the student's individual education plan (IEP). These required instructional materials shall be purchased using special education funds and shall be purchased only for the student as required in the IEP.
 - B. Food and related items in support of the District's Homeless Outreach Program for Education (HOPE).
 - C. Food and related items for evening meetings of the Board of School Trustees.
 - D. Expenses for per diem related to approved travel reimbursements, as defined in Regulation 3511, in which the events are more than 50 miles from the employee's work location and include an overnight stay.
 - E. Refreshments for parent and community meetings as allowable and defined in specific grants and paid for by the grant funds.
 - F. External funds specifically collected or generated for food, beverage, and other associated items related to employee events that are designated for this purpose and deposited into an account designated for this purpose.
 - G. Expenses for refreshments or related expenses as generated and paid for with student or school generated funds as defined in Regulation 3231.
 - H. Expenses for employee lunches and beverages for all-day training, work sessions, and meetings are allowable only if all of the following conditions are met:
 1. Employees are required to attend;
 2. The subject matter is selected and directed by the District;
 3. The event exceeds five (5) hours in length; and/or
 4. The nature or schedule of the event does not allow sufficient time for employees to take a lunch break.

5. Authorization from the area/division head must be obtained in advance when proposing the training or meeting. (Periodic staff meetings shall not be considered eligible for the purchase of food and/or beverages and related costs.)
 6. The District offers culinary arts programs and operates several banquet facilities within its schools. The use of these facilities for both acceptable food purchases and facility rentals is encouraged. Use of the Food Services Catering Department is also encouraged.
- II. District facilities shall be utilized whenever possible for District staff meetings and professional development. Rental of offsite facilities shall not be made unless there are no suitable District facilities available. Food and beverages may not be included in the rental of offsite facilities unless the expense falls within one of the exceptions defined in Section One.

Review Responsibility: Finance and Operations Division
Adopted: 1/12/12