



Memorandum

To: All District Staff
From: Brian Rathgeb, Food Service Director
Date: May 17, 2016
Subject: Food Service Equipment Fee Structure
Cc: Dan Forry

The Food Service Department receives requests for use of small ware equipment, milk coolers, refrigeration space and freezer space. As the cost of maintenance on this equipment has increased over the years, along with the age of some of the equipment, implementing a usage fee will help cover upkeep and maintenance costs.

Therefore, beginning July 1, 2016, a new fee structure will be implemented for use of equipment, in addition to any fees the district may charge for building usage. Please contact your building's Cafeteria Manager to arrange usage. Checks should be made payable to "Hempfield Cafeteria Account," and payment **must** be made prior to equipment usage.

Equipment Pricing (Per Day)

- Walk-in Cooler usage - \$25.00
- Walk-in Freezer usage - \$25.00
- Milk Cooler - \$20.00
- Dry Stock storage - \$10.00
- Small wear kitchen items racks and carts - \$5.00
- Small wear kitchen items from catering - \$5.00
 - Coffee pots, beverage cambro containers, and other miscellaneous items