


<u>Subject: (Policy Name)</u> Campus Food Policy	<u>Department Name:</u> Business & Finance	<u>Effective Date:</u> September 1, 2012 <u>Issue Date:</u> May 25, 2012
	New Policy: New	<u>Approval:</u> Hamid Shirvani, President 

I. Policy Purpose

The purpose of this policy is to clarify the restrictions related to the sale and/or distribution of food and beverages on California State University (CSU), Stanislaus property or at CSU Stanislaus events by other than CSU Stanislaus Campus Dining. Unless special authorization is obtained prior to the event from Campus Dining, and the Vice President for Business & Finance of the University or his/her delegated authority.

II. Policy Scope

This policy applies to all CSU Stanislaus departments, CSU Stanislaus auxiliary organizations, and CSU Stanislaus campus and student organizations. This policy shall not apply to potlucks.

III. Definitions

Auxiliary an auxiliary organization is any non-profit entity which: (1) has agreed to comply with the applicable requirements of the California State University (CSU) Board of Trustees and campus; (2) is included in the list of officially recognized auxiliary organizations in good standing maintained by the Chancellor, and (3) maintains the status of an auxiliary organization in good standing. Based on the primary functions they perform, auxiliary organizations may be classified in one or more of the following categories:

- Student Body Organizations Campus
- Support Service Organizations
- Foundations for Sponsored Projects, Workshops, and Institutes
- Instructionally Related Activity Organizations

Auxiliary and Business Services (ABS): a California non-profit public benefit corporation, an approved CSU auxiliary authorized to operate commercial operations at CSU Stanislaus.

Campus Dining: food service operations at CSU Stanislaus through an exclusive contract between Auxiliary and Business Services (ABS) and an outside food management contractor.

Campus Organizations: University budget units, other organizations (athletic teams, etc.), campus committees, official support and auxiliary organizations, and official employee organizations and groups.

Catering: To procure, prepare, assemble, and present food and beverages for groups for a campus related event in a professional, healthy manner, which minimizes health risk and optimizes the dining experience. Catering also includes the removal of waste and residual foods/beverages and the cleaning of all serving materials and assistance in restoring a catering location to a predefined arrangement.

Chartered Student Organizations: Student organizations registered with the Student Leadership and Development (SLD) Office, including clubs, club sports, fraternities, sororities, honor societies, coordinating councils, academic associations, and student associations. Student organization names appear on the roster of active, student organizations published and maintained by the SLD Office.

Concession: Food service and sale made available through a venue other than the fixed/permanent Campus Dining food service facilities.

Co-Sponsored Event: An event sponsored by a campus organization in conjunction with a non- University group. Co-

sponsorship is appropriate when there is a clear connection with, or contribution to, the University. The educational mission of the co-sponsoring campus organization must be enhanced by the co-sponsored event. The co-sponsoring campus organization assumes financial and event-planning responsibility for the event.

Event: Any activity other than a scheduled University for-credit class offering.

Potluck: A gathering of people where each person or group of people contributes a dish of food to be shared among the group.

Exempt Student Organization/Club Functions: Any chartered student organization shall be exempt from the requirement to use the designated campus food services vendor for four exempt events per year if it meets the exemption criteria stated in the policy.

Temporary Food Permit (TFP): A multipage form that must be completed by any organization (University affiliated or not) seeking a waiver to this policy to sell or distribute food on campus.

IV. Policy

A. Exclusive Contract: All food to be distributed, sold, or given to individuals on the CSU Stanislaus campus (University sponsored and non-University sponsored), and at CSU Stanislaus events off campus, shall be arranged for through Campus Dining. Based on our contractual agreement, our Campus Dining vendor has the exclusive right to provide the food service including concessions and catering service, for CSU Stanislaus and the exclusive right to sell to students, employees, guests, and other persons food products, non-alcoholic beverages, approved alcoholic beverages, and other such articles as approved by the University. The Campus Dining vendor is a for-profit organization, which has been engaged under contract to assure that the University has quality Food Service at reasonable and competitive prices. No third party organization is permitted to engage in a meal service activity on campus unless authorized under the terms of this policy. All third-party contracts or agreements for food service must be documented through CSU Stanislaus Procurement and approved by CSU Stanislaus Risk Management.

B. Potlucks: Recognized University organizations may share food prepared at home at the personal risk of participants: the food must be offered for free (no cost donation); and, the potluck must occur in a closed setting (e.g. non-public, invited members/guests-only). The University will not be liable for food borne illnesses associated with foods prepared at home.

C. Exempt Student Organization/Club Functions: A Chartered Student Organization shall be exempt from the requirement to use the designated campus food service vendor for four exempt event per fiscal/academic year if the event meets the following criteria:

- The students or the organization on campus prepares food for the event.
- The organization agrees to pay \$25.00 administrative fee to the university for the coverage provided by the University insurance program if the organization is preparing their own food. If Chartwells is the vendor, no administrative fee is required.
- The organization receives appropriate training from campus personnel and is familiar with all relevant campus policies.
- The organization assembles its food service activity in an organized fashion, observes all reasonable health practices, cleans and removes all waste, residual food/beverage, and returns location to the state it was in before the event.
- The organization will submit copies of receipts for the expenses they incur for the event.

D. Event Food Service Donation: If an event sponsor has received an offer from a third-party vendor to donate all or a portion of the food and beverage for the event, the event sponsor must obtain approval from the Vice President of Business & Finance to serve the donated items by submitting a Temporary Food Permit.

V. Procedures

A. The following procedures must be followed by all students, staff, faculty, or outside organization/vendors who wish to

sell, solicit, expose for sale, offer for sale, or otherwise distribute food items for human consumption within the boundaries and areas of responsibilities of CSU Stanislaus.

- Reserve facilities and equipment via the University online reservation system. Campus organizations are responsible for scheduling the facility for University and University co-sponsored events.
- Contact Campus Dining to place food orders, arrange for delivery details, and make financial arrangements. Campus organizations are to provide the event coordinator for arranging catering services for University and University co sponsored events. Campus Dining will determine the amount of advance notice an order requires based upon the event, the event location, and the number of participants. Financial details will be agreed upon between Campus Dining and the ordering party. Campus organizations will pay for food and services with a Procurement Card. Non- University organizations will arrange for payment with the food service provider.

B. Request for Waiver of- Policy: If Campus Dining is unable to provide food service for the event or the organizations wishes not to use the Food Service Provider, submit a request for waiver of this policy as stipulated below. (This procedure also applies to requests for approval to serve third-party vendor-donated food and drink.)

- Complete the Temporary Food Permit request form located on the CSU Stanislaus Environmental Health & Safety website at <https://www.csustan.edu/safety-risk-management/temporary-food-service>
- Obtain the signature of the General Manager of Chartwells indicating they are unable or unwilling to provide services for the event described on Page One (U of the Temporary Food Permit.
- (For student organizations seeking a waiver for events that are not eligible for the exemption identified below, submit the form to the AVP for Student Affairs for approval.)
- Obtain the signature of the Vice President of Business & Finance who signs as the President's Delegated Authority.
- Once the signatures have been obtained, submit the Temporary Food Permit to the University Police/Office of Safety & Risk Management at least 14 calendar days prior to the event date. Safety and Risk Management will contact requestors with questions, safe food handling instructions, and notification of approval/disapproval of the permit.

C. Exempt Student Organization/Club Functions (this procedure must be completed at least 5 business days prior to the date of the event)

- The student organization must complete the waiver portion other Temporary Food Permit form located on the CSU Stanislaus Environmental Health & Safety website at: <https://www.csustan.edu/safety-risk-management/temporary-food-service>
- Submit the form to the AVP for Student Affairs for approval. (For an event which is exempt from using the campus food service vendor, the Temporary Food Permit does not need to be signed by the General Manager of Campus Dining Services.)
- Submit the approved Temporary Food Permit to AVP for Auxiliary Business Services. Submit the completed form to the University Police/Office of Safety & Risk Management. Safety and Risk Management will contact requestors with questions, safe food handling instructions, and notification of approval/disapproval of the permit.
- After the approvals are obtained, the office of Safety & Risk will email the approved form to the applicant. Upon receipt, the applicant should take the approved form together with \$25 in cash or check and pay the funds to the cashier's office.