

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Steve Robinson, Student Services and Enrollment Management
Current Title/# (if applicable):	Catering Services on Campus UO 04.00.01
Submitted on Behalf Of:	Michael Griffel
Responsible Executive Officer:	Vice President for Student Services and Enrollment Management

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Missy Matella

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

UO 04.00.01 Catering Services on Campus

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

unknown

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This revision updates policy to reflect changes in practice.

AFFECTED PARTIES

Who is impacted by this change, and how?

UO Dining Services

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.))

Name	Office	Date
Kathie Stanley	Student Life	November 2017
Heather Brown	Advancement	November 2017
Kassy Fisher	Finance and Admin.	November 2017

Catering Services on Campus

Last Updated:

10/11/2000

Effective Date:

03/01/1985

Responsible University Office and Contact Person

[Housing](#)

[Michael Griffel](#)

Reason for Policy:

To clarify the rules related to caterers and other groups providing food services~~describe agencies and caterers authorized to provide~~ establish controls regarding the production, and non-permanent, service, and/or sale of food and and/or beverages services on the University of Oregon campus. on campus. This policy does not pertain to the ~~to the ongoing production and service and/or~~ sale of food and/or beverages through vending machines or by businesses that occupy leased permanent~~retail~~ spaces in University owned or leased facilities.

Policy Statement:

Food and Beverages served or catered on University of Oregon owned or leased property must be provided by University Catering. University Housing-Catering is the authorized caterer for events scheduled in University campus facilities. University Catering is authorized to establish additional procedures~~policies~~ regarding operational details such as delivery, bookings, cancellations, set-up, and disposition of unused food.

~~For the purpose of this policy, catering is defined as the provision and service of food and/or beverages to any group or persons on University property. Beyond the exceptions listed below, individuals and/or organizations desiring to have food and/or beverages catered to approved campus locations by other food providers must receive~~ With prior written approval from the Vice -President for Administration~~Student Life~~Student Services and Enrollment Management or his designee. ~~Departments may use caterers from~~ All off-off-campus caterers provided they must operate in compliance with local H~~h~~health D~~d~~epartment regulations and be able to provide proof of a ~~including a~~ valid business license for the specific operation, and a certificate of liability insurance. ~~complete a Food Vendor/Catering Letter of Agreement. Organized student groups may prepare and serve food within University facilities under the supervision and approval of University Housing and/or EMU.~~

Service of alcoholic beverages at public events scheduled in University facilities must comply with UO ~~alcohol~~Alcohol service~~Service standards~~Standards and guidelines~~Guidelines~~. Copies of the guidelines

are available in the Office of ~~the Vice President for Administration~~Risk Management. [Request for Permission to Serve Alcohol Beverages form](#) must be completed and granted prior to any event.

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Exceptions and Exclusions: and Special Situations:

Exceptions:

~~1. Contracts for coin-operated vending machines and leased spaces providing food/or beverages.~~

~~21. Erb Memorial Union and Athletic~~ Department [of Intercollegiate Athletics](#) food service operations [at sporting events](#).

~~2. EMU-Approved food vendors during the ASUO Street Faire and similar festivals.~~

~~332. Pre-packaged, non-perishable Food-food~~ and beverages for the consumption of ~~Department~~ [department](#) affiliated individuals only and not intended to be served or sold to the general public or [greater](#) campus community.

~~443. Organized student groups may prepare and serve food within the Erb Memorial Union-University Dining (kitchen use subject to availability), under the supervision of a UO Dining provided, certified food handler with the approval of University Housing-and/or EMU.~~

~~554. This policy does not pertain to the sale of food and/or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.~~

~~EMU approved food vendors during the ASUO Street Faire and similar festivals.~~

Reviewed and Approved By:

President's Staff

Issued by:

Vice_President for Administration

Date:

10/11/2000

Revision History:

03/01/1985 Approved by President's Staff10/11/2000 Revisions approved by President's Staff02/08/2010 Policy number revised from 4.000 to 04.00.01

Original Source:

UO Policy Statement

From <<https://policies.uoregon.edu/policy/by/1/04-facilities/catering-services-campus>>

Catering Services on Campus

Last Updated:

10/11/2000

Reason for Policy:

To clarify the rules related to caterers and other groups providing food service on campus. This policy does not pertain to the sale of food and/or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.

Policy Statement:

Food and Beverages served or catered on University of Oregon owned or leased property must be provided by University Catering. University Catering is the authorized caterer for events scheduled in University campus facilities. University Catering is authorized to establish additional procedures regarding operational details such as delivery, bookings, cancellations, set-up, and disposition of unused food.

Beyond the exceptions listed below, individuals and/or organizations desiring to have food and/or beverages catered to approved campus locations by other food providers must receive prior written approval from the Vice President for Student Services and Enrollment Management or designee. All off-campus caterers must operate in compliance with local health department regulations and be able to provide proof of a valid business license for the specific operation, and a certificate of liability insurance.

Service of alcoholic beverages at public events scheduled in University facilities must comply with UO Alcohol Service Standards and Guidelines. Copies of the guidelines are available in the Office of Risk Management. Request for Permission to Serve Alcohol Beverages form must be completed and granted prior to any event.

Exceptions and Exclusions:

1. Department of Intercollegiate Athletics food service operations at sporting events.
2. Approved food vendors during the ASUO Street Faire and similar festivals.
3. Pre-packaged, non-perishable food and beverages for the consumption of department affiliated individuals only and not intended to be served or sold to the general public or greater campus community.
4. Organized student groups may prepare and serve food within University Dining (kitchen use subject to availability), under the supervision of a UO Dining provided, certified food handler with the approval of University Housing.

5. This policy does not pertain to the sale of food and/or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.