

## POLICY CONCEPT FORM

*NOTE: This is a re-submittal of a policy concept from March 2018. Upon final review by the policy owners, there were two problematic statements in the original draft. Those statements have been deleted in this re-submitted version and are noted by strikethrough to the redline and highlights. All other redlines in this proposal were previously vetted and subject to public comment (no comments received). –Submitted by Angela Wilhelms, University Secretary.*

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

NA

### 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?*

Those using 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.).)*

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

---

### 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 or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.

~~To describe agencies and caterers authorized to provide food and beverage services on the University of Oregon campus.~~

---

### Entities Affected by this Policy

Those using and working in UO catering and dining services; those hosting events with food service on campus.

---

### Web Site Address for this Policy

[to be updated by Secretary's office]

---

### Responsible Office

University Housing – (541) 346-4277, [housing@uoregon.edu](mailto:housing@uoregon.edu)

---

### Enactment & Revision History

02/08/2010: Policy number revised from 4.000 to 04.00.01

10/11/2000: Revisions approved by President's Staff

03/01/1985: Approved by President's Staff

---

### Policy

Food and beverage served or catered on University of Oregon (UO or University) owned or leased property must be provided by University Catering. University Catering Housing 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.

~~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 or organizations desiring to have food or beverage catered to approved campus locations by other food providers must receive prior written approval from the Vice-President for Student Services and Enrollment Management Administration or his designee.~~

~~All off-campus caterers must, Departments may use caterers from off campus provided they operate in compliance with local health department 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 ~~a~~Alcohol ~~s~~Service ~~s~~Standards and ~~g~~Guidelines. Copies of the guidelines are available in the Office of ~~Risk Management~~~~the Vice President for Administration~~. A "Request for Permission to Serve Alcohol Beverages" form must be completed and approved prior to any event.

#### ~~Exclusions and Special Situations~~

Exceptions and Exclusions:

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

~~21. Erb Memorial Union and Athletic Department~~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 ~~Ff~~Food and beverages for the consumption of ~~Dd~~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 and certified food handler and with the approval of University Housing.

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

---

#### Related Resources

NA

---

### 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 or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.

---

### Entities Affected by this Policy

Those using and working in UO catering and dining services; those hosting events with food service on campus.

---

### Web Site Address for this Policy

[to be updated by Secretary's office]

---

### Responsible Office

University Housing – (541) 346-4277, [housing@uoregon.edu](mailto:housing@uoregon.edu)

---

### Enactment & Revision History

02/08/2010: Policy number revised from 4.000 to 04.00.01

10/11/2000: Revisions approved by President's Staff

03/01/1985: Approved by President's Staff

---

### Policy

Food and beverage served or catered on University of Oregon (UO or University) 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 or organizations desiring to have food or beverage 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 his 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. A "Request for Permission to Serve Alcohol Beverages" form must be completed and approved prior to any event.

Exceptions and Exclusions:

1. Department of Intercollegiate Athletics food service operations.
2. Approved food vendors during the ASUO Street Faire and similar festivals.
3. 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 and certified food handler and with the approval of University Housing.
5. This policy does not pertain to the sale of food or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.

---

### Related Resources

NA