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: ☒ Revision

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: ☒ Yes

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.).)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Date</th>
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<tbody>
<tr>
<td>Kathie Stanley</td>
<td>Student Life</td>
<td>November 2017</td>
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<tr>
<td>Heather Brown</td>
<td>Advancement</td>
<td>November 2017</td>
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<tr>
<td>Kassy Fisher</td>
<td>Finance and Admin.</td>
<td>November 2017</td>
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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 service and/or beverages services on the University of Oregon campus. This policy does not pertain to ongoing production and service of food and 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 caterers from off-campus caterers provided they 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 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 service standards and 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.

Exceptions and Exclusions:

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 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.

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:
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.