

# Food Events Policies

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Student Involvement welcomes all student groups who wish to use Memorial Union East Kitchen facilities for presentation of food events. Any OSU recognized group may use the Memorial Union, Memorial Union East International Forum, Peavy Lodge or the Quad for their event. Our goal is to assist each group in planning and preparing a safe and successful food event. The following guidelines have been developed to assist you in your planning.

You have two (2) choices for your food event:

1. For events held on campus you may have members of your organization do the food preparation at the MU East Kitchen. All arrangements for student preparation must be coordinated through Student Involvement where you will be supplied with policies and procedures.
2. For events held on campus OSU Catering provides catering for the Memorial Union Building, the Memorial Union East International Forum and the Memorial Union Quad. Information on how to plan and schedule a catered event is provided by Student Involvement.

## **The following information is for groups who choose to prepare the food themselves:**

The event must first be registered in Student Involvement four weeks in advance. When registering your event at the Information Desk in Student involvement, please schedule an appointment with the Special Events Coordinator to plan your event. The coordinator has files available from past years to assist in planning menus.

All groups must meet the following time requirements or the event will be rescheduled for a later date.

### **Four Weeks Before the Event**

1. The menu, standardized recipes adjusted to quantities needed, list of all ingredients (total amounts listed in pounds, ounces or appropriate units), work schedule and a list of equipment required for the event must be presented to Robin for approval.  
Note: All menus for student groups are limited because of the availability and capacity of equipment and facilities at the time of the event. The MU East Kitchen facilities and equipment are reserved for use by student organizations, but multiple scheduled events may influence the time available for production. Please make your kitchen reservations at the same time of your registration of the event.

Please try to limit your menu to a maximum of seven items, including appetizers, salads, entrees, vegetables and/or starch and dessert.

2. All student groups preparing foods for public consumption are required to have the kitchen supervisor obtain a Food Handlers Permit through the Benton County Health Department. This person is responsible for training workers in safe food handling practices. At least one trained food handler should be in the kitchen at all times. The cost of the exam is \$10.00. **Food Handlers Exam Times:** Mondays at 3:30 pm and Thursdays at 9:30 am each week, except for holidays.

- A. Read Food Handler's Training Manual thoroughly before taking the exam.
- B. Exam takes approximately one hour. It consists of a thirty (30) minute film and a forty (40) question test.

### **Three Weeks Before the Event**

1. In preparation for completing purchase requests, a list of all products required (both paper and food) needs to be given to the Special Events Coordinator. Along with the actual products, costs and place of purchase, a contact person (vendor) needs to be identified for large quantity purchases or specialty items.
2. Student groups will need to obtain and present a completed purchase request to the Special Events coordinators office in Student Involvement for the cost of kitchen rental, pantry, and motor pool transport (if needed) two weeks prior to the event. Copies of purchase requests for food, paper goods and specialty items will also be reviewed at this time, to make sure no detail has been forgotten.

### **Two Weeks Before the Event**

1. All Purchase requests for food must be reviewed by the Special Events Coordinator. If this does not happen on time, the event will be canceled and rescheduled. All purchase requests must be signed and completed.
2. Copies of the Food Handlers License must be received by the Special Events Coordinator.
3. Upon receipt of purchase requests, the Special Events Coordinator will work with the students to make arrangements for receiving and storing all of the food and supply items.
4. MU East Kitchen orientation with student leader of the group and the Special Events Coordinator or designee.
5. The leader in charge of the student group will have all the members who will be preparing food read and check off that they have read, the Sanitation Guidelines

### **One Week Before the Event**

Any concerns regarding food or production need to be discussed with the Special Events Coordinator. Finalize any changes and confirm the schedule for food preparation on the day of the event.

### **Food Preparation for Day of Event**

- All food items should be prepared by the organization's members
- Children (age 16 and under) and family members are not allowed in the kitchen, due to State and Federal safety guidelines
- A maximum of 25 people from the group will be allowed in the kitchen at any one time
- For safety reasons, no open-toed shoes, thongs, short pants or skirts are to be worn in the kitchen
- All long hair must be tied back and secured with two bands (braided hair is preferred)