

# Food Service Guidelines

LAST UPDATED

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**Open events**, on or off campus, that involve the service of food by a University recognized organization must be in compliance with the regulations of *Benton County Environmental Health Division, OSU and the State of Oregon*. The Special Event Coordinator in the Department of Student Involvement can advise any recognized University organization of these regulations. The following is an outline to assist student groups in planning and preparing a safe and successful food event.

## **1. The organization can do preparation/production:**

- All food events must be registered with the Special Event Coordinator a minimum of four weeks prior to the event.
- All events must be advised and approved by the Special Event Coordinator a minimum of four weeks prior to the event.
- Food products must be purchased at a licensed food purveyor.
- All items that require production (mixing, slicing, chopping, cooking) must be prepared in an approved licensed kitchen facility.
- Cold and hot storage capabilities, limited production equipment, the menu and the ability to maintain sanitation of the area are taken into consideration by the Special Event Coordinator in determining which of these options should be used:

**The Memorial Union East International Kitchen is available for production and support of all self produced food events. The space must be reserved a minimum of 3 weeks prior to the event with the Special Event Coordinator.**

**Women's Center, Native American Long House, Cesar Chavez Cultural Center, Asian Cultural Center and the Lonnie B. Harris Black Cultural Center can be licensed as a Temporary Restaurant by Benton County for small gatherings with limited menus sponsored or co-sponsored by the Centers. Contact Benton County Environmental Health to submit application for license after registering the event with the Special Event Coordinator.**

**Events that have an outdoor cooking component away from the MU East Kitchen may be required to have a Temporary Restaurant License. Contact Benton County Environmental Health to submit application for license after registering the event with the Special Event Coordinator.**

- All groups preparing foods for public consumption are required to have at least one member with a Food Handlers Permit through Benton County Environmental Health. This person is responsible for training volunteers in safe food handling practices. At least one licensed food handler should be present at the event at all times.
- Items that are purchased service ready, (i.e., deli trays, baked goods and fruit trays, must meet Benton County requirements during transport, holding and serving. Special attention should be given to maintaining temperature, sanitation and safety and to eliminating the possibility of cross contamination. (The service of these items is limited to a few campus venues. Check with the Special Event Coordinator for further information.)

## **2. The Organization can hire a licensed caterer for events held on or off campus:**

- A Caterer is a licensed food and service provider who contracts with an organization for a set amount of meals or items. Payment to the caterer is from the Organization responsible for the event.
- **The caterer is responsible for:**
  - *Obtaining a Benton County Temporary Restaurant License for Open Events*
  - *Completing all food preparation before coming to campus. No facility is available for visiting caterers to prepare, cook or reheat food.*
  - *Maintaining all of Benton County health and sanitation guidelines for handling, preparing, cooking, transporting, holding and serving food.*
  - *Having in effect a **General Liability Insurance** policy with a minimum limit of \$1,000,000.00 per occurrence. An insurance company licensed to do business in the State of Oregon must issue the insurance. OSU, its officers, employees and agents shall be named as an additionally insured in this insurance policy.*
  - *Serving the food on site: no self- service is allowed. The sponsoring organization can assist in serving if supervised by the caterer.*
  - *Providing service ware. Paper plates and plastic ware are preferred.*
  - *Maintaining the set-up and service area in a clean and orderly fashion.*
- The caterer assumes all responsibility of liability that arises from the service of the food.
- Registration of the event with the Special Event Coordinator is a minimum of four weeks prior to the event.
- A member of the sponsoring organization must be on-site at all times.
- A contractual agreement between the sponsoring organization and the caterer must be on file with the Special Event Coordinator in Student Involvement.
- The Memorial Union has a list of approved caterers for the Memorial Union, and the Memorial Union International Forum.
- Lasells Stewart Center and CH2M Hill Alum Center have approved a list of caterers, which are allowed to serve in these facilities. Check with Facilities Managers for the current listings.
- Marriott Concessions has the catering contracts with the OSU Athletic Department and is responsible for catering at Gill Coliseum, Valley Football Complex and Coleman Baseball Stadium.
- Off-site caterers (caterers from the surrounding community) for the Cultural Centers and the Women's Center must be approved by the Special Event Coordinator.

## **3. Limited use of off-campus food vendors for fund raising or in support of a Cultural Event:**

- Food vendor is defined as a licensed food provider that is allowed to sell food products on campus directly to the public.
- The sponsoring university organization is responsible for ensuring that all university policies and procedures are followed.
- Registration of the event with the Special Event Coordinator is a minimum of four weeks prior to the event.
- A member of the sponsoring organization must be available at all times.
- A contractual agreement must be on file in Student Involvement.

- The food vendor is responsible for maintaining all of Benton County Environmental Health policies and must have a temporary restaurant license from Benton County.
- The food vendor accepts all responsibility for any liability that arises from the service/selling of food.
- **Food Vendor must have in effect a General Liability Insurance policy with a minimum limit of \$1,000,000.00 per occurrence. An insurance company licensed to do business in the State of Oregon must issue the insurance. OSU, its officers, employees and agents shall be named as an additionally insured in this insurance policy.**
- An organization should receive compensation for the sponsorship of such vendor, i.e., a flat fee or a % of actual sales.
- Use of the Memorial Union Quad for this purpose is limited to the hours between 5:00 p.m. on Friday afternoon through 6:00 a.m. Monday morning.
- Permission for use of any indoor University location must be requested through the Building Manager of the location. Outdoor requests must be made through the office of Conferences and Special Events, LaSells Stewart Center (Memorial Union does not allow off site food vendors in its building for any purpose.)
- Student Organizations and Cultural and Resource Centers must have the Vendor approved by the Special Event Coordinator.

**4. Non-perishable items can be used for fund raising and publicity:**

- Individually wrapped baked goods and confections can be sold or given away in certain areas of the campus. Contact the Special Event Coordinator for further information.
- Canned or bottled beverages manufactured by “Coca Cola” can be used. Any beverage that requires mixing must be obtained from a licensed food purveyor or produced/mixed in a licensable kitchen. Any condiment, i.e., cream and sugar, has to be served in individual servings and held at the correct temperature.

**5. Food Sampling to demonstrate the characteristics of a food product, a preparation technique or as a product promotion:**

- Student Organizations and Cultural and Resource Centers must contact the Special Event Coordinator for advise/approval.
- All organizations should contact the Building Manager of the building where the event will take place to receive approval.
- All items should be individually wrapped or served in an individual single service item, i.e.; paper or plastic cups.
- A sampling is not the service of a meal, an individual hot dish or a whole sandwich.

Please note: due to a University wide “Coca Cola” contract, no other brand of canned or bottled beverage is allowed during any food event.