Beaver Tips: Student Organization Food Policy & Service Guidelines

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 Student Events and Activities Center (SEAC) can advise any recognized University organization of these regulations.

When hosting open events, organizations can choose to self-caterer the event through the SEAC Community and Cultural Food Program (http://oregonstate.edu/seac/ccfp) or hire licensed insured approved caterers.

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 Community and Cultural Food Program Advisor a minimum of four (4) weeks prior to the event.
   • All events must be advised and approved by the Community and Cultural Food Program Advisor a minimum of four (4) weeks prior to the event.
   • Food products must be purchased at a licensed food purveyor.
   • All items that require production (mixing, slicing, chopping, and 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 Community and Cultural Food Program Advisor in determining which of these options should be used:

   The Memorial Union East Kitchen is available for production and support of all self produced food events. The space must be reserved through the Community and Cultural Food Program (http://oregonstate.edu/seac/ccfp/self-catering) a minimum of three (3) weeks prior to the event with the SEAC.

Women’s Center, Native American Longhouse, César Chávez Cultural Center, Asian Pacific Cultural Center, and the Lonnie B. Harris Black Cultural Center can all 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 reporting the event with the Community and Cultural Food Program Advisor.
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.

- For a list of approved caterers in various facilities, follow the following links:
  - Memorial Union – Food Policy | Approved Caterers (http://mu.oregonstate.edu/reservations/catering)
  - LaSells Stewart Center & CH2M Hill Alumni Center (http://oregonstate.edu/conferences/catering)

- **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 Community and Cultural Food Program Advisor is a minimum of four (4) 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 Community and Cultural Food Program Advisor in the Student Events and Activities Center.
  - 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 Alumni 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 and Resource Centers must be approved by the Community and Cultural Food Program Advisor.

3. **Limited use of off-campus food vendors for fundraising 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 (4) 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 Leadership & 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 percentage 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, and LaSells Stewart Center.
- Student Organizations and Cultural and Resource Centers must have the Vendor approved by the Community and Cultural Food Program Advisor.
4. **Non-perishable items can be used for fundraising and publicity:**
   - Individually wrapped baked goods and confections can be sold or given away in certain areas of the campus. Contact the Community and Cultural Food Program Advisor for further information.
   - Canned or bottled beverages manufactured by "Pepsi" 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 Community and Cultural Food Program Advisor for advising/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 “Pepsi” contract, no other brand of canned or bottled beverage is allowed during any food event.**