

University Center Provisional Food and Catering Guidelines

I. University Center Food and Catering Guidelines

The University Center (UC) at Texas A&M University established the following food guidelines in recognition of industry standards, practices and processes governing the provision of food and beverage service on University property or at University sponsored events. Although the use of University Catering provided by Chartwells is preferred, the University Center allows customer supplied and/or non TAMU vendor provided food as defined within these guidelines. The criteria herein apply to all persons and organizations using the approved and scheduled facilities in the UC which includes the Memorial Student Center (MSC), the John Koldus Student Services Building, Rudder Tower, Rudder Theatre Complex, All Faith's Chapel and any outdoor area considered part of and managed by the UC. These guidelines will be enacted upon with approval of appropriate administrators and they will be evaluated on an ongoing basis to determine the effectiveness and the impact on all stakeholders and constituents.

The criteria outlined herein does not pertain to food and beverages for personal consumption; rather the conditions set forth are intended for meetings, assemblies, socials, festivals, receptions, or other like gatherings in order to provide for the safe service of food. The type of menu selected, the number of attendees expected, and the timing of the food service will determine the parameters deemed necessary.

II. Customer Provided Food:

UC customers may bring in pre-approved food items if the following criteria are met: 1) the food items are from the approved foods list (see below); 2) less than 100 people are attending the function/event; and 3) the approved food items are "ready to eat" requiring no preparations, heating or refrigeration. The UC Event Services Office retains the right to request a proof of inspection by a local health authority should questions arise about the type of food being served.

Customer Provided Approved Foods Include:

- Baked Goods
- Donuts
- Bagels
- Cheese Trays
- Vegetable Trays
- Fruit Trays
- Personal Brown Bag Lunch
- Pizza **
- Chips
- Cookies
- Nuts
- Candy
- Popcorn
- Cake
- Crackers
- Soft Drinks
- Bottled Water

**No more than 20 pizzas can be brought in for an event.

The following foods are not approved to be supplied by the customer:

Not Approved Foods Include:

- Home Cooked Dishes
- Lunch meat
- Mayonnaise
- Dips
- Cream Cheese
- Milk
- Fish
- Eggs
- Poultry
- Shellfish
- Deli Salads
- Anything that must be heated

- Anything that must be refrigerated
- Foods that require strict temperature control

UC customers approved to provide their own food are required to clean up after themselves, which includes wiping up any spills and emptying trash.

III. Outside Food Vendors

In order to use a non-TAMU food vendor, a *Food Waiver* must be submitted to and approved by the Hospitality and Event Services Office. The sponsoring party or groups seeking a *Food Waiver* to serve food or beverages in the UC is required to use only food vendors who follow registration procedures documented by the Environmental Health and Safety (EHS), which necessitate completing a *Food Distribution Using Caterers (Commercial Companies) Form* (see link below). If the food vendor is not expected to serve the food, the Sponsoring Party seeking exception must complete a *Food Distribution Form*. The forms may be obtained from the EHS website at ehsd.tamu.edu. The delivery or service of food and/or beverages by unauthorized providers is prohibited. Please be aware that if a food exception is granted through the waiver process, food brought in by the organization may be reviewed by a staff member of the TAMU Department of EHS.

The sponsoring party is responsible for the following actions:

1. Submit the *Food Waiver* request to UC Event Services at least 10 working days prior to the date of the event;
2. Assure that adequate time has been scheduled for set up, take down, and clean up of the food and area being used with Hospitality & Event Services;
3. Submit the required Environmental Health and Safety Department *Food Distribution Form* (<http://ehsd.tamu.edu/documents/FoodSafety/FoodDistributionForm.pdf> or http://ehsd.tamu.edu/documents/FoodSafety/FoodDistributionForm_Caterers.pdf) to UC Event Services. In addition to the TAMU EHS Food Distribution Form, a commercial food vendor must have a retail food permit issued by the Brazos County Health Department. If the commercial food vendor is based in a county outside of the jurisdiction of the Brazos County Health Department, the food vendor must obtain a temporary retail food permit or other required authorizations of the Brazos County Health Department when serving food to the public;
4. If requested, provide a Certificate of Insurance confirming that the required insurance coverage has been secured and such coverage includes Texas A&M University as an additional insured on the required guidelines (see SAP 28.99.99.M3.01); and
5. Notify UC Event Services no less than 6 hours prior to service of any changes to the event.

The sponsoring party is responsible for complete food cleanup and trash removal in connection with the service of the food and any damages or stains caused by the vendor to facility. Noncompliance with these guidelines will result in the sponsoring party being charged a minimum of a \$100 fee for trash disposal and clean up. A more stringent penalty may be assessed based on the nature and degree of the incident. In addition, violating these guidelines may result in:

- First Offense – issued warning
- Subsequent Offense – blocked from scheduling privileges in MSCC for up to an academic year

EHSD is authorized, along with the Brazos County Health Department, if deemed in the interest of public health and safety, to condemn or embargo food items or prohibit the sale of such items.

IV. Other Requirements

- Suitable utensils must be provided by the sponsoring party to reduce/minimize guest's manual contact with food.
- Resale of food items is not permitted.

- At the conclusion of the event any leftover food taken from the facility becomes the responsibility of the contracted caterer or sponsoring party; likewise leftover food remaining must be disposed of immediately by the contracted caterer or sponsoring party.
- All linens, dinnerware (plates, forks, cups, etc.) and service ware (chafing dishes, serving utensils, serving dishes, platters, etc.) are the responsibility of the sponsoring party and are required.
- *Table linens are required on all tables serving food.* Table linens are available from UC Event Services for a rental fee if arrangements are made prior to the event.
- Potlucks are not permitted.

Bake Sales

Bake sales are only permitted in outdoor areas. Baked goods must be pre-portioned and individually wrapped (i.e. plastic wrap) prior to the event. This eliminates the need for a hand washing station and the need to clean and sanitize utensils at the site. All baked goods must be labeled with product names and ingredients for those who have food allergies or sensitivities.

Donated Food

Food donated for meetings and events must meet all preceding criteria to include approvals and waivers.