Self-Catering for Student Organizations

Student Centers Policy #19 – <Issued: May 30, 2013> – James Ball, Director, Student Centers
<Implemented: July 1, 2013> - Supersedes Policy PSC 16.4 Reservations Policies: Food Service/Catering

Purpose of Policy/Policy Summary

Student organizations can request permission to bring food into the Markee Pioneer Student Center (self-cater) for meetings and events.

Detailed Policy Statement

1. Due to the university’s policy concerning health licensing restrictions, all food/beverages utilized in the Student Centers for an event must be arranged through University Dining Services (with the exception of #2, listed below). Please contact the dining services staff after reserving facilities with the Student Centers Event Reservations office to make catering arrangements.
2. As an exception to the University Dining Services food policy, student organizations may provide prepackaged food items for meetings and events that have a value of $50 or less in the Markee Pioneer Student Center.
3. Student organizations must first make a room reservation with the Student Centers Event Reservations office, then request permission from the Director of Dining Services or their designee to bring food into the Markee Pioneer Student Center.
4. Request for self-catering must be submitted at least twenty-one (21) days in advance of the meeting/event.
5. Self-catered food items may not be sold to meeting/event participants in the Markee Pioneer Student Center and cannot be distributed outside of the approved meeting/event location.
6. Potentially hazardous food items and foods that contain them generally will not be allowed unless they are purchased precooked from an approved off campus provider. Food items in the potentially hazardous food category include and are not limited to eggs, raw meats, and some dairy products.
7. All groups given permission to self-cater are responsible to remove all trash and food items from the approved meeting/event location.
8. Student Organizations found to be violating this policy or any terms outlined by the Director of Dining Services or their designee, especially in regards to the handling of potentially hazardous food items, will have their self-catering privileges suspended for a period of one (1) year.
9. Exceptions to this policy must be granted by the Director of Student Centers or their designee.
10. Further exceptions of the Dining Services food policy may be requested to the Director of Dining Services or their designee.

Applicability

Because Student Centers receives the majority of its revenue for operation from student fees:

1. This policy specifically applies to events occurring within the Markee Pioneer Student Center. Self-Catering is not allowed in Velzy Commons. Refer to the Cooper Living and Learning Center policies regarding food service at that facility.
2. The policy allows only student organizations to self-cater.
3. University departments and off campus groups are required to use University Dining Services exclusively in the Markee Pioneer Student Center.
4. Members of the University community may bring personal meals into the Markee Pioneer Student Center.
5. Personnel in offices of the Markee Pioneer Student Center may allow restaurants to deliver food to their offices for their staff or members individual consumption.

Definitions

Prepackaged - prepared and wrapped beforehand and ready for sale

Potentially Hazardous Food - a term used by food safety organizations to classify foods that require time-temperature control to keep them safe for human consumption.

Contacts

<table>
<thead>
<tr>
<th>If you need help with</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpreting this policy</td>
<td>Director of Student Centers 608.342.1160</td>
</tr>
<tr>
<td>Interpreting the university’s policy concerning health licensing restrictions</td>
<td>Director of Dining Services 608.342.1160</td>
</tr>
<tr>
<td>Determining approved off-campus providers of pre-cooked potentially hazardous food</td>
<td>Director of Dining Services 608.342.1160</td>
</tr>
</tbody>
</table>
Policy Authority

Policy Review and Recommendation: Student Center Advisory Committee
Creation, Modifications or Elimination: Director of Student Centers or their designee
Enforcement: Student Centers’ staff

Related policies/References for more information

University Dining Services Policies
Wisconsin Food Code (DHS 196)
Appendix to WI Food Code (DHS 196)

Implementation procedures

Notification of changes to the policy will be posted 30 days in advance of the implementation date on the Student Centers website.