



Self-Catering for Student Organizations **Effective: Spring 2017**

Purpose of Policy/Policy Summary

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

Detailed Policy Statement

1. Due to the university's policy concerning health licensing restrictions, all food/beverages utilized in the Markee Pioneer Student Center 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 Markee Reservations office to make catering arrangements.
2. As an exception to the University Dining Services food policy, student organizations may provide prepackaged food items or take-out food from a licensed and insured vendor for member only meetings 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 Markee 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 by completing the Self-Catering Request Form located on the University Dining Services website.
 - a. Pre-packaged food items are eligible for academic year approval and requests need to be submitted at least ten (10) days in advance of the first meeting.
 - b. Take-out food items need to be submitted at least ten (10) days in advance of the meeting.
5. Self-catered food items may not be sold to meeting participants in the Markee Pioneer Student Center and cannot be distributed outside of the approved meeting location.
6. Potentially hazardous food items and foods that contain them generally will not be allowed unless they are purchased precooked from a licensed and insured vendor. 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 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. Additional violations of the self-catering policy may result in the loss of reservations privileges at the Markee Pioneer Student Center.
9. Exceptions to this policy must be granted by the Director of Dining Services and the Director of the Markee Pioneer Student Center or their designees

Student Centers Administration



Applicability

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

1. This policy specifically applies to members only meetings occurring within the Markee Pioneer Student Center. Self-Catering is not allowed in Velzy Commons, Harry and Laura Nohr Gallery, and other campus event spaces.
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. Individuals may bring food into Markee Pioneer Student Center for their own personal consumption.
6. Personnel in offices of the Markee Pioneer Student Center may allow a licensed and insured vendor to deliver food to their offices for their staff or members personal 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

Markee Reservations
608.342.3998

Dining Services - Catering Services
608.342.1249

Policy Authority

Policy Review and Recommendation: Student Center Advisory Committee

Creation, Modifications or Elimination: Director of Dining Services and Director of Markee Pioneer Student Center or their designee

Enforcement: Markee Pioneer Student Center and Catering Services staff