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Student Union Director

**University Dining Services
On-Campus Food
Policy and Guidelines**

1.0 Policy

Oklahoma State University has granted to University Dining Services (UDS) the responsibility to provide and oversee the distribution and sale of food on campus. This oversight includes the licensing and managing of all board, retail, vending and catering operations for the campus. In general:

- a. Food cannot be distributed and/or sold in close proximity of any OSU dining facility without approval.
- b. The sale and distribution of food is only permitted at certain locations on campus. The locations are subject to the approval of the Director of the Student Union and/or his or her designee.
- c. All events held in areas reserved through Meeting and Conference Services (179 Student Union) in which food and/or beverages will be sold or distributed, shall obtain an on-campus food waiver. The form is to be completed and submitted no later than (10) ten business days prior to the event. Approved food waivers must be stamped "approved" and visibly displayed at every event.
- d. If you wish to use an off-campus caterer, schedule a food truck, sell food on campus or give food away, you must obtain a UDS Food Waiver application. You can obtain the waiver form from the Student Union Meeting and Conference Service office, located in 179 Student Union. Office hours are Monday – Friday, 8:00am – 5:00pm. Food waivers are not granted for events held within the Student Union or other dining facilities on campus ran by UDS. When circumstances warrant, exceptions are considered on a case by case basis. Permission can only be granted by the Student Union Director or his/her designee.

Food trucks are restricted from setting up as a retail enterprise and are limited by time and location. All food trucks or other food delivery systems must be pre-approved by University Dining Services (UDS) and shall complete and provide all necessary documentation and paperwork required by state law to operate. Documentation will include copies of: state and local health safety permits, food handler's permit, liability insurance in excess of \$1,000,000 and meet all environmental, health and safety requirements established by the University. The food handler's permit for the certified person must be displayed at the event and the certified person must be present. Food handler's permits are located at www.statefoodsafely.com and learn2serve.com. Certified person is required to use the temperature chart.

- e. On occasions in which a Food Waiver is approved for catering, pre-approved food providers and caterers are permitted to prepare and/or distribute food. These pre-approved catering vendors are required to complete the necessary paperwork, meet state and local health safety requirements, obtain a food handler's permit, and provide proof of liability insurance in excess of \$1,000,000.
- f. The food handler permit for the certified person must be displayed at the event and the certified person must be present at the event. Food handler's permits are located at www.statefoodsafely.com and learn2serve.com. The Certified person is required to use the temperature chart.

- g. No food preparation or cooking on OSU event premises is allowed without approval as part of the waiver process. Tailgating is an exempted activity, but only for athletic events hosting a scheduled event and only in approved areas.
- h. All cold food must be kept below 41 degrees F at all times; all hot foods must be kept above 141 degrees F at all times. Certified food handler must document temperatures taken for all high risk foods at the beginning of the event and every two hours during the event. If temperatures do not follow the above listed guidelines for cold and hot foods, the food must be removed immediately from consumption and reheated hot to 165 degrees F if hot or refrigerated food must be cooled down to below 41 degrees F, immediately before being served.

1.1 Food Provider Exceptions

- a. The College of Human Sciences, which operates and manages dining operations as an educational laboratory in their facility, has been granted an exception for the sale and distribution of food. Sales and distribution of food for the College of Human Sciences is limited to the College of Human Sciences building as long as the service is affiliated with the educational programs being offered.
- b. OSU Athletics has been granted an exception to sell and distribute at all Athletic managed facilities.
- c. The Ranchers Club in the Atherton hotel has been given an exception to manage and run "The Ranchers Club" and "The Ranchers Club" catering operation.

1.2 Retail food

- a. Venues not managed or operated by University Dining Services (UDS) are limited to the Atherton Hotel, Taylor Dining Hall, Planet Orange, and Athletic venue concessions. All other retail food venues on the OSU Stillwater campus will be provided by University Dining Services (UDS).
- b. No food or beverages for retail sale may be sold on University grounds or in campus facilities without prior approval by University Dining Services (UDS). Off-campus vendors are not allowed to set up and sell or vend foods on campus without the appropriate approval from University Dining Services (UDS).

1.3 Fund Raising

- a. Recognized student groups and/or University departments may have no more than five approved food related fundraisers per semester.
- b. University departments and recognized student groups requesting to use food as part of a fund raising activity will require prior approval from University Dining Services (UDS) and must complete a "Food Waiver Application" form. This form must be completed and turned in to the Student Union Meeting and Conference Services office (179 SU) no later than ten (10) business days ahead of the event. The office hours are Monday – Friday, 8:00am – 5:00pm
- c. University departments and/or recognized student groups requesting to sell and/or run a food concessions stand with only LOW RISK FOODS (*see list of low risk foods below*) can only serve prepackaged or individually wrapped foods. These types of foods are not required to provide a food handler's permit but will need to follow the food guideline listed below, temperature rules and sanitary regulations.
- d. University departments and/or recognized student groups requesting to sell and/or run a food concessions stand with HIGH RISK FOODS (*see list of high risk food examples below*) are required by state law to provide a food handler's permit, a current copy of their \$1,000,000.00 liability insurance and follow the temperature rules and sanitary regulations listed below. Food handler's permit for the person must be displayed at the event and the certified person present. Food handler's permits are located at www.statefoodsafety.com and learn2serve.com. Certified person is required to use the temperature chart.

1.4 On Campus Catering

- a. Catering in areas reserved through Meeting and Conference Services (179 Student Union) is limited to only those catering operations that have been pre-approved and only in those facilities and or grounds that have been approved for this type of service. For these spaces, Celebration's Catering (operated by UDS) is the preferred caterer and requires no additional paperwork.


If you wish to use another caterer, you must obtain a Food Waiver Application and use a pre-approved campus caterer. This form must be completed and turned into the Student Union Meeting and Conference Services office (179 SU) no later than ten (10) business days ahead of the event. The office hours are Monday – Friday, 8:00am – 5:00pm.

- b. All meeting and events requiring catered food service in the Student Union will be provided by University Dining Services (UDS).
- c. Pre-approved caterers are permitted at the Wes Watkins Center through the approved vendor process. Please contact the Wes Watkins Center Meeting and Conference Services office at 405.744.9359 or visit <https://meetings.okstate.edu/vendors.html> to see an up-to-date list of approved caters.
- d. Any off-campus caterer serving food on any Oklahoma State University premises must meet state and local health safety requirements, possess or obtain a food handler's permit, and provide proof of liability insurance in excess of \$1,000,000.

1.5 Food Waiver Procedure

- a. Providing food on campus may be a lengthy process and should be started at least one month before an anticipated event. The food waiver must be approved with appropriate authorization signatures TEN (10) business days prior to the event.
- b. Facilities or grounds are required to be reserved through the appropriate office for scheduling that facility or ground.
- c. Complete a Food Waiver Application by going on line to the OSU Student Union Meeting and Conference Service website (<http://meetings.okstate.edu>) or stop by the Student Union Meeting and Conference Service office (179 SU). Office hours are Monday – Friday, 8:00am – 5:00pm.
- d. Obtain all necessary permitting, licenses and insurance.

APPROVED:



E. Mitchell Kilcrease, Student Union Director

10/1/2018
Date

Approved: