

## Food-on-Campus Waiver Application

<b>IMPORTANT:</b>
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**ALL EVENTS HELD ON THE OKLAHOMA STATE UNIVERSITY CAMPUS REQUIRING FOOD OR BEVERAGE TO BE SOLD OR DISTRIBUTED WILL NEED TO OBTAIN A FOOD-ON-CAMPUS EXCEPTION WAIVER. THE FORM IS TO BE COMPLETED AND SUBMITTED *NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE EVENT*. APPROVED FOOD WAIVERS MUST BE VISIBLY DISPLAYED AT EVERY EVENT AND STAMPED APPROVED.**

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 food on campus exception waiver. You can obtain a waiver from Meeting & Conference Services located in the 179 Student Union; office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Complete Information Below:**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Sponsoring Club, Organization, Department, etc. (All requests must be made by sponsoring University department or Recognized Student Organization): \_\_\_\_\_

Location (ATTACH COPY OF ROOM RESERVATION): \_\_\_\_\_

Description of Event: \_\_\_\_\_

Start Time of Service: \_\_\_\_\_ End Time of Service: \_\_\_\_\_ Approx. # of guests to be served: \_\_\_\_\_

Is event being sponsored by an officially recognized Oklahoma State University (student, faculty, staff, department, club, organization)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is your food service being run as a concessions operation where group is selling the product? \_\_\_\_\_ Yes \_\_\_\_\_ No

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Where will the food & beverage be obtained from? \_\_\_\_\_

List **all** food and beverage to be served including *description, amounts and brand names*. If food list is extensive, please attach menu:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Contact Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Event Contact Signature: \_\_\_\_\_ Date \_\_\_\_\_

University Dining Services Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*Attach any relevant permits, licenses, or forms necessary for you to distribute food on campus.\***

**A copy of your approved food waiver must be displayed at event.**

**CHECKLIST**

- Have you reserved your space using the on-campus space reservation system?
- Food Waiver
- Food Handler's Permit from Oklahoma Health Department required for all high risk foods (See below for list)
- Insurance Certificate, if needed
- Temperature chart required for all cold and hot foods

## Food-on-Campus Policy & Guidelines

### 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. Some exceptions have been made; including the HTM program which operates and manages dining operations as an educational laboratory in their facility. Sales and distribution of food for HTM is limited to their buildings as long as the service is affiliated with the educational program being offered. OSU Athletics has been granted an exception to distribute and sell food at all athletic-managed facilities. Alumni Center and McKnight Center have been granted an exception to distribute food at Alumni Association and OSU Foundation managed facilities. 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. Retail food sales are limited to the Atherton Hotel. Ranchers Club catering operations are allowed on campus to those facilities which allow catering to be provided for in their buildings. All other University facilities and grounds will be serviced by UDS unless exceptions are provided. Exceptions to this policy will need to be submitted to the Asst VP Student Union Business Affairs.

No food or beverages may be sold or distributed on University grounds or in campus facilities without prior approval by UDS. Off-campus vendors, food trucks, and caterers are not allowed to set up and sell or vend foods on campus without the appropriate approval from UDS. University departments and Recognized Student Organizations desiring to use food as a fundraising activity will require prior approval from UDS and must complete a "Food-on-Campus Waiver" form. This form must be completed and turned into Meeting & Conference Services, in 179 Student Union, no later than 10 business days prior to the event; office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

If you wish to use an off-campus caterer, sell and/or distribute food on campus, you must obtain a Food-on-Campus Waiver. This form must be completed and turned into Meeting & Conference Services, in 179 Student Union, no later than 10 business days prior to the event; office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

All meeting and events requiring foodservice on the Oklahoma State University campus will be provided for by UDS less those exceptions already stated above. Catering by licensed and University-approved catering is allowed in certain areas and facilities on campus. A list of approved food providers and campus catering locations can be obtained from Meeting & Conference Services in 179 Student Union.

### In General:

- Food cannot be distributed or sold in close proximity of any OSU-established dining facility without approval.
- Food sales and distribution of food is only allowed at certain locations on campus.
- Waivers are not granted for events held within the Student Union facilities and on the Student Union Plaza extending to the north end of the Classroom Building. Exceptions are made on a case-by-case basis.
- On occasions where a food-on-campus waiver has been approved for catering, pre-approved food providers and caterers will be allowed to prepare and distribute food. These pre-approved companies will need to complete the necessary paperwork and meet required state and local health safety requirements, obtain a food handler's permit, provide proof of liability insurance in excess of \$1,000,000 and will need to meet all Environmental, Health, and Safety requirements.
- A copy of the food handler permit certification for the person must be displayed at the event and the certified person present. Food handler permits may be obtained online at [www.StateFoodSafety.com](http://www.StateFoodSafety.com) or [www.Learn2Serve.com](http://www.Learn2Serve.com). The certified person is required to use the temperature chart at the event.
- No cooking on premise is allowed unless approval has been granted as part of the waiver process and only in approved areas.
- Waivers CANNOT be granted for an event where alcohol is served. Recognized Student Organizations may have no more than 5 approved fundraisers per semester.
- Recognized Student Organizations wishing to sell and/or run a food concessions stand with only LOW RISK FOODS will be required by state law to provide a current copy of their \$1,000,000 liability insurance and follow the listed temperature rules and regulations found below.

- Recognized Student Organizations wishing to sell and/or run a food concessions stand with **HIGH RISK FOODS** are required by state law to provide a food handler permit, a current copy of their \$1,000,000 liability insurance, and follow the listed temperature rules and regulations below. Food handler permits for the person must be displayed at the event and the certified person present. Food handler permits may be obtained online at [www.StateFoodSafety.com](http://www.StateFoodSafety.com) or [www.Learn2Serve.com](http://www.Learn2Serve.com). The certified person is required to use the temperature chart at the event.
- All cold food must be kept below 41 degrees Fahrenheit at all times; all hot foods must be kept about 136 degrees Fahrenheit at all times. If the food does not meet these standards, the food must be thrown out immediately. The certified food handler must document temperatures taken on all High Risk foods at the beginning of the event and every 2 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 Fahrenheit or cooled down to below 41 degrees Fahrenheit immediately before served.

## **Food Trucks**

Oklahoma State University has granted to the Student Union the responsibility of scheduling outdoor events and activities on the Oklahoma State University – Stillwater campus (*Oklahoma State University Policy and Procedures: 6-0802*). Additionally, Oklahoma State University has granted Dining Services 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. (*Student Union Policy: 25090.06*).

In accordance with these directives, the following information details the circumstances by which Food Trucks may request to engage in food distribution on campus.

- A. Any food truck related event/activity on campus must be requested and approved through Meeting and Conference Services and University Dining Services via an Outdoor Event Request form and an On-Campus Food Waiver form. All requests must be submitted at least ten business days in advance. Communication and request submission may occur in-person at office 179 in the Student Union, on the phone at 405-744-5232, or via email at [meetings@okstate.edu](mailto:meetings@okstate.edu).
- B. A point of contact from the requesting entity is responsible for reserving the location for which the food truck will park and setup for operation. Locations and stipulations are directly below.
  1. **Food Trucks as a Sole Retail Operator:** Food trucks desiring to operate solely as a retail operator (i.e. non-catered event) must utilize one of the pre-determined reservable locations and fulfil and abide by all obligations under section (c. 1-6) below. Reservable locations are listed below.
  2. **Food Trucks as a Caterer for University Entities:** University entities **funding** the utilization of Food trucks to cater their event/function may utilize either reservable, or other agreed upon campus locations without paying the \$100 per instance reservation fee based on the following conditions:
    - a. must make sure the food truck has fulfilled and abide by the stipulations in section (C. 1-5).
    - b. contact Meeting and Conferences Services at 405-744-5232 to facilitate the reservation
    - c. submit a completed Outdoor Event Request Form
    - d. submit a completed On-Campus Food Waiver Application
    - e. submit a completed Environmental Health and Safety Event Permit Application
- C. Food trucks are required to file a Vendor Application and sign a Vendor Agreement with UDS. In general, the food truck agrees to:
  1. Submit a completed Food Truck Vendor Application (including the size dimensions of the mobile unit).
  2. Pay an annual vendor permit fee of \$300 (valid for the Fiscal Year July 1<sup>st</sup> – June 30<sup>th</sup>)
  3. Provide copies of their current State of Oklahoma Health Department permit and proof of liability insurance in excess of \$1,000,000.
  3. Properly dispose of any trash and clean any campus asset affected by the use of the truck.
  4. Pay any related Parking and Transportation Services parking fees (if applicable)
  5. Submit a completed Environmental Health and Safety Event Permit Application
  6. Pay a \$100 per instance reservation fee at the time the reservation is made.
- D. Food Truck Locations

1. Food Trucks desiring to operate solely as a retail operator are limited to specific reservable locations. Locations are granted on a first-come, first-served basis. Payment is due at the time of reservation. Reservable locations include:
  - a. Student Union Upper Plaza
  - b. International Mall Sidewalk (sidewalk directly north of the Library)
  - c. Wes Watkins Center Circle Drive (in east parking lot)
  - d. Parking Lot #15 on Athletic Avenue
  - e. Police Station Parking Lot (Lot #64 and 64A)
  - f. Vet Med (Parking Lot #67)
  - g. Facilities Management (Parking Lot #70)
  - h. Cowgirl Soccer Complex (Parking Lots #75 and #76)
  - i. Colvin Center Lots (Parking Lots #80 and 80A)
  - j. Parking Lot #82 on Farm Road
  - k. University Drive (Homecoming Locations)
  
- E. Food Trucks are not allowed to serve alcohol on campus grounds.
- F. Food trucks cannot accept Oklahoma State University Bursar or Dining Services Meal Plan funds.

**Food-on-Campus Exception Procedure**

1. Remember, providing food on campus may be a lengthy process and should be started at least 1 month prior to your event. To protect the safety of students, faculty, and staff, anyone serving or selling food on campus must provide the required health certificates and insurance documentation in order to be granted a food waiver. The food waiver must be approved with appropriate authorization signatures no later than 10 business days prior to the event.
2. Reserve your event space through appropriate office for scheduling that facility or ground.
3. Download and complete a University food-on-campus waiver by visiting Meeting & Conference Services online at <http://meetings.okstate.edu> or visit Meeting & Conference Services in 179 Student Union; office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
4. Obtain all necessary permitting, licenses, and insurance.

**LOW RISK FOODS**

*(No food handler permit required; must follow temperature rules)*

- Bagels
- Candy
- Chips
- Cookies
- Crackers
- Donuts (non-cream filled)
- Raw Vegetables (not including dip)
- Pizza (cheese & pepperoni)
- Popcorn

**HIGH RISK FOODS (Food Handler permit required)**

- Sushi—all varieties
- Beans & Legumes
- Cooked Rice
- Dips with a sour cream or yogurt base
- Eggs, Fish, Poultry, or Meat of any kind
- Melons (watermelon, cantaloupe, honey-dew etc.)
- Milk/Milk products
- Potatoes, baked or boiled
- Pizza (anything other than cheese and/or pepperoni)
- Raw Seeds and Sprouts