Student Event Food Policy

I. Introduction

In order to ensure the safety and comfort of all persons attending on campus events and to ensure all county food service regulations and guidelines are followed, food preparation and services for student events must be planned and implemented appropriately.

II. Definitions

Graduate and undergraduate student groups include:

- Recognized student clubs
- Student organizations, including student government and committees within Student Activities
- Classes
- Seattle University Law School student groups having events on campus outside of Seattle University Law School facilities
- Student groups not in the above categories but overseen by Seattle University faculty or staff

Within this policy, all are referred to as “student groups.”

Some events are known as “Legacy Events.” The attributes for which this Legacy designation is given are:

- The event has more than 200 attendees
- Both student group members and non-members attend the event
- The event has taken place on the Seattle University campus for a number of years
- Current student group members make an effort to train fellow members who will continue to be a part of the group in future years to ensure that there is consistency in planning and organization from one year to the next
- The event has been officially designated by Seattle University as a Legacy event.

Legacy Events will have additional support for planning, as noted in the Legacy event Food Service Procedures (Addendum B).
As of January 2017, Legacy student group events include:

- Hui O’ Nani Hawai‘i Luau
- United Filipino Club Barrio
- Marianas Tao Tano Fiesta
- Movimiento Estudiantil Chicano de Aztlán (MeChA) Celebracion
- Vietnamese Student Association’s Xuan Festival
- International Student Center International Dinner*

This policy governs food service at events for student groups in most locations on the Seattle University campus. Exempt from this policy are:

- Events held inside student residence facilities that are organized by groups affiliated with the Seattle University Housing and Residence Life Department
- Student group events held within the International Student Center
- Events held in any of the campus Collegia by members of that Collegium.

All events held in Campion Ballroom are subject to this policy, regardless which group organizes them.

III. Policy Statement

Groups must choose one or more approved methods in order to serve food at events. The approved method options are:

1. Contact Emerald Plate Catering Services to provide, deliver, and set up all food and/or beverages
2. Contact Emerald Plate Catering Services to have Emerald Plate Catering prepare the food/beverages for the student group to pick up for the event
3. Pick up and deliver food from an off campus provider to be served at the event (Note: off campus vendors may not deliver the food to campus for any events)
4. Prepare food to be served at the event (restrictions apply; see policy addenda for details)
5. Legacy events only: in conjunction with support from Chartwells, prepare food and/or contract with a caterer to provide food for a Legacy event

Regular student groups may not contract with outside catering or food service companies to deliver and serve food on the university campus, regardless of whether the food is at cost or donated, without prior written approval from the Chief Financial Officer/Senior Vice President for Finance and Business Affairs.

* Although the International Dinner is not a student group, the Legacy Event rules apply.

Approved: Associate Vice President for Facilities Services
Legacy events have been granted special consideration for their yearly signature events, and with advance notice may prepare and serve food and beverages, or may contract with an outside caterer to prepare and serve food at these events.

Legacy events must work with Chartwells on key stages of food production and service:

- Food Ordering and Storage
- Food Handling
- Safety
- Third Party Catering
- Scheduling
- Clean-up

Specific requirements and procedures for each of these are outlined in Addendum B to this policy, *Legacy Event Food Service*.

Chartwells will instruct student volunteers in safe food preparation activities that do not risk the safety of the students. The chef will work closely with the student group to ensure that preparation meets food preparation and service safety guidelines, and the food is culturally authentic and prepared in a manner which respects the cultural heritage of the group.

Student groups preparing or picking up food from an off campus vendor may only do so if their event will be “closed,” meaning attendees are all be identifiable members of the club or campus community, and/or are on a guest list that can be confirmed prior to the event.

Groups wanting to provide food service at an event must be in compliance with King County Health Department requirements and follow Seattle University Student Event Food Service procedures (Addendum A and Addendum B).

**Procedures**

In addition to following Student Event Food Service Procedures (Addendum A and Addendum B) in order to provide food at any student group events, student groups must complete all necessary steps by defined deadlines, or the event or the food service at the event may be cancelled.
IV. Related Policies and References:

Regular Student Event Food Service Procedures (Addendum A)
Legacy Event Food Service Procedures (Addendum B)
Bake Sale Policy (Addendum C)
Bake Sale Procedures (Addendum D)
Non-Potentially Hazardous Foods List (Addendum E)
Concessions Policy (Addendum F)

Regular Student Event Food Service Procedures
Addendum A to the Student Event Food Policy

GENERAL PROCEDURES FOR ALL OPTIONS IN WHICH FOOD SERVICE WILL BE PROVIDED:

All student groups must:

- Submit a Student Event Request Form for approval;
- Reserve a space in which to hold the event;
- Contact appropriate campus departments for support both prior to and during the event;
- Ensure that all necessary licenses and permits have been obtained;
- Complete all necessary steps by defined deadlines.

Failure to meet any of these requirements may result in the cancellation of the event or cancellation of the food service at the event.

Student events taking place in the campus Collegia, or within the International Student Center, or are taking place in a campus residence space (except Campion Ballroom), are exempt from the Student Food Service policy as long as the student group organizing the event has an affiliation with the department or organization in charge of the space.

Student groups serving food should always follow all King County Health Department (KCHD) guidelines. Student groups, with the exception of some Legacy groups, may not engage any outside caterers to deliver or serve food anywhere on campus without prior written approval from Bon Appétit.

Legacy Programs

Some student events are known as “Legacy” programs and have a separate set of procedures; see Addendum B to the Student Event Food Policy, Legacy Event Food Service Procedures. Legacy programs are defined here to provide clarity for student groups; if a group is not officially determined to be a Legacy program, it is considered to be a “regular student event” and the procedures within this addendum apply to food service for the event.
Legacy Event Food Service Procedures
Addendum B to the Student Event Food Policy

GENERAL PROCEDURES FOR ALL OPTIONS IN WHICH FOOD SERVICE WILL BE PROVIDED:

All student groups must:

- Submit a Student Event Request Form for approval;
- Reserve a space in which to hold the event;
- Contact appropriate campus departments for support both prior to and during the event;
- Ensure that all necessary licenses and permits have been obtained;
- Complete all necessary steps by defined deadlines.

Failure to meet any of these requirements may result in the cancellation of the event or cancellation of the food service at the event.

Events taking place in the campus Collegia, or within the International Student Center, or are taking place in a campus residence space except Campion Ballroom, are exempt from the Student Food Service policy as long as the student group organizing the event has an affiliation with the department or organization in charge of the space.

Student groups serving food should always follow all King County Health Department (KCHD) guidelines. Student groups, with the exception of some Legacy groups, may not engage any outside caterers to deliver or serve food anywhere on campus without prior written approval from Bon Appétit.

“Legacy events” are defined and listed in the Student Event Food Service Policy main document. Student events that are not officially designated as Legacy programs are “regular student events” and have a separate set of procedures to follow. See Addendum A to the Student Event Food Policy, Regular Student Event Food Service Procedures.
I am with a Student Group,
I have submitted a Student Event Request Form,
and have contacted Conference and Event Services to confirm a facility reservation for my event.
The event will be held in Campion Ballroom, or will be using a space outside the Collegia, International Student Center, and campus residences.

We want to order catering from Emerald Plate Catering

GREAT!
Go ahead!

Are we going to offer food?

Yes

No

It will be a closed event*

75 or fewer people will attend

No

Yes

Order carry out food from restaurant and bring to campus (no delivery allowed)

Hold a potluck event with participants preparing and bringing food

Provide food from King County Health Department Guidelines for shelf stable food. See Bake Sale Approved Food list (Addendum D)

Any food provided must comply with King County Health Department Guidelines for shelf stable food. See Bake Sale Approved Food List (Addendum D)

Ask Emerald Plate Catering to cater the event

Student groups may not order food to be delivered to campus.

* A “closed event” has attendees who are all identifiable members of the club or campus community, and/or are on a guest list that can be confirmed prior to the event.
**PROCESS**

All groups must follow appropriate steps when holding events on campus where food is to be served, or the event or the food service at the event may be cancelled.

Note: “Business Days” indicate Monday through Friday, and do not include campus holidays.

1. Submit a [Student Event Request Form](#) for approval by at least **60 business days** prior to the event date.
   - The form must be submitted each year even for repeat events in order to update group contact information and capture any intended changes to the program

2. The completed Student Event Request Form will be received by the Center for Student Involvement (“CSI”) and reviewed for content and adherence to university policy. When CSI has authorized the event, it will be sent to Conference and Event Services (“CES”) to schedule space.

3. Once the event has been approved by CSI and CES has received the Student Event Request Form:
   - Contact CES
     - Reserve a specific space for the event
     - Confirm set up/arrangement of the space during the event, including tables or equipment for food service
       - If the event will generate excess trash (e.g., boxed lunches, lots of papers, etc.), then the CES Event Coordinator must be contacted to arrange for special trash pick-up by at least a week prior to the event
       - Final requests for equipment and set up must be confirmed by at least three business days before the event
     - Use of any university-owned food service equipment must be coordinated through Chartwells
       - The Chartwells Resident District Manager must be contacted by no later than 60 business days prior to the event
       - Schedule kitchen space for food service preparation. All food must be prepared in a licensed kitchen
       - All members of the group who will be preparing and/or serving food will need current King County Health Department Food Handlers permits
         - Information on obtaining a Food Handler’s permit is also at the [KCHD website](#)
         - Make arrangements for the student group advisor/instructor to supervise clean up on the night of the event. Failure to adequately clean up after the event may result in fees at standard rates.
4. The following requirements apply to Legacy events:

- **Food ordering and storage**
  - Chartwells will be responsible for ordering and storage of food and beverages in coordination with the Legacy event and will be reimbursed by the Legacy event for its direct cost for food and beverages.
  - If the student group wishes to receive food and/or beverage donations, donations must meet all health code guidelines and must be cleared through Chartwells prior to donation or use for the event.

- **Food Handling**
  - The Legacy event must work with Chartwells to meet or exceed all local, state and federal laws, rules and regulations governing the proper handling and service of food and beverages for the Legacy events.

- **Safety**
  - Chartwells will ensure safety protocols are observed and will provide supervision and Personal Protective Equipment ("PPE") to Legacy or Heritage group staff and volunteers assisting in the preparation, handling and service of food and beverages. Chartwells and the Legacy group will meet to coordinate any required safety training and equipment use limitations in advance of any scheduled food preparation. Chartwells at its sole discretion may limit access to certain pieces of equipment to Chartwells personnel. The Legacy event must follow Chartwells instructions at all times.

- **Third party catering provisions**
  - The Legacy event may, subject to the reasonable approval of Chartwells, engage a third party catering service to provide culturally authentic food. Such catering services must be fully capable of delivering and serving food while maintaining required food handling and service standards without relying on equipment or assistance from Chartwells.

- **Scheduling**
  - The Legacy group will coordinate with Chartwells to schedule times for food preparation by their organizations under the supervision of Chartwells. The times scheduled for food preparation shall fall within normal business hours to the maximum extent practical. In no case can food preparation scheduled past 10 p.m. or before 6 a.m. without the prior approval of Chartwells.

- **Clean-up**
  - The Legacy group will be responsible for returning all equipment used and for all clean-up of all spaces during food preparation and prior to, during, and after the event. Chartwells and/or the University may charge the Legacy group for any costs related to lost equipment and for incomplete/inadequate clean-up for these events.
Bake Sale Policy
Addendum C to the Student Event Food Policy

I. Introduction:

Student groups and/or departments raising money for student programs may arrange to hold a Bake Sale at pre-determined Seattle University sites. To ensure the safety and comfort of all persons purchasing the goods, and to ensure all county food service regulations and guidelines are followed, all goods to be sold must be obtained/prepared appropriately and within the guidelines established in this policy and addenda.

II. Definitions:

Within this policy, all of the following are referred to as “student groups:”

- Recognized graduate and undergraduate student clubs
- Student organizations, including student government and committees within Student Activities
- Classes
- Seattle University Law School student groups holding Bake Sales on campus outside of Seattle University Law School facilities
- Student groups not in the above categories, but overseen by Seattle University faculty or staff

A “Bake Sale” takes place when a student group sells approved foods/beverages at one of the Information Tables in the Student Center or Pigott Building, or when student inhabitants of a Seattle University residence sell approved foods/beverages within their campus residence (except within Campion Ballroom).

Sales of food/beverages at locations other than Information Tables and residence halls, and at locations not in standard operation by Bon Appétit, are considered to be “Concessions,” and are governed by a different policy.

III. Policy Statement:

Only student groups and departments may arrange Bake Sales; individuals are not permitted to do so.

All money raised through the Bake Sale must be accounted for using accepted Seattle University business practices.

All food preparation must comply with King County Health Department guidelines, and will be subject to the same requirements as student group events with food service.
Student groups must limit goods for sale to items on the King County Health Department list of food “exempt from permit and plan review;” the Non-Potentially Hazardous Foods List is Addendum A to this policy.

**Procedures:**

All necessary steps must be completed by defined deadlines, or the Bake Sale may be cancelled.
Bake Sale Procedures
Addendum D to the Student Food Policy

PROCEDURES FOR BAKE SALES

Failure to meet any of these requirements or deadlines may result in the cancellation of the Bake Sale.

1. Submit a Student Event Request Form by 20 business days prior to the event date

2. Submit a Bake Sale Information Form

3. Once approval has been received for the event:
   A. Contact the Area Coordinator of the campus residence if the Bake Sale is to be held in a campus residence
      ➢ Make arrangements to reserve a space for the Bake Sale in the residence
   B. Contact Conference and Event Services
      ➢ Reserve a table for the date(s) of the Bake Sale. Tables for Bake Sales are available only in the Student Center and the Pigott Building, or they may be delivered to a campus residence with notice of at least 15 business days

2. Obtain/Prepare items to be offered for sale
   ➢ Goods for sale are limited to items on the King County Health Department list of food exempt from permit and plan review. The Non-Potentially Hazardous Foods List is Addendum A to the Bake Sale Policy
   ➢ For any items prepared in a residential kitchen in a private home, consumers must be informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority.
Non-Potentially Hazardous Foods List
Addendum E to the Student Event Food Policy

THE KING COUNTY HEALTH DEPARTMENT WEBSITE LISTS THE FOLLOWING AS NON-POTENTIALLY HAZARDOUS FOODS THAT MAY BE SOLD AT BAKE SALES WITHOUT OBTAINING A TEMPORARY FOOD ESTABLISHMENT PERMIT:

- Non-potentially hazardous, ready-to-eat food that is not potentially hazardous food produced in a licensed food establishment or food processing plant (such as premixed soda pop, powdered creamer, pretzels, cookies, doughnuts, cake, or meat jerky) that:
  - Are served without direct hand contact
  - Are served with limited portioning
  - Are served directly onto or into sanitary single-use articles
  - Are single-service articles from the original package

- Non-potentially hazardous hot beverages (such as coffee, hot tea, or hot apple cider) served directly into sanitary single-service articles

- Prepackaged frozen confections produced in a licensed food establishment or food processing plant

- Cotton candy

- Machine crushed ice drinks with non-potentially hazardous ingredients (e.g. slurpies, Icees, slushies)

- Corn on the cob with butter

- Popcorn (including kettle corn) and flavored popcorn with butter and/or shake on toppings

- Roasted nuts and roasted candy-coated nuts

- Deep fried pork skins prepared from pork skins rendered at a food processing plant

- Whole peppers roasted for immediate service

- Dry, non-potentially hazardous, non ready-to-eat foods such as dry beans, dry grains, in-shell nuts, coffee beans, tea leaves, or herbs for tea

- Dried herbs/spices, including bulk and/or packaging processed in an approved facility

- Machine crushed ice drinks prepared (mixed, frozen, and dispensed) completely within self-enclosed machines after a premix has been added

- Individual samples of sliced non-potentially hazardous fruits and vegetables

Approved: Associate Vice President for Facilities Services
Currently, the following are potentially hazardous fruits and vegetables, and should be avoided:

- Raw seed sprouts
- Sliced melons
- Garlic and other fresh herbs in oil
- Any cooked fruits or vegetables
- Cooked potatoes, legumes, beans, or rice

Non-potentially hazardous baked goods that are prepared in a residential kitchen in a private home or other location, and wrapped in a sanitary manner (e.g., plastic wrap, Ziplock bag) for sale or service

Foods such as pumpkin pie, custards, and whipped cream toppings are not allowed.

NOTE: For any items prepared in a residential kitchen in a private home, consumers must be informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority.
Concessions Policy
Addendum F to the Student Event Food Policy

I. Introduction:

Chartwells is Seattle University’s preferred provider for food service, including concessions. Food preparation and services at concessions must be executed appropriately to ensure the safety and comfort of all customers, and to ensure all government food service regulations and guidelines are followed.

II. Definitions:

“Concessions” are sales of foods during an event from a location not in standard operation by Bon Appétit. By contrast, “Bake Sales” take place when a student group sells approved food items from one of the Information Tables in the Student Center or the Pigott Building. Bake Sales are governed by a different policy (see Addendum C to the Student Event Food Policy).

III. Policy Statement:

A request must first be made of Chartwells when a campus community member or campus entity wishes to have concessions sold at an event. If Chartwells does not have the capacity to operate concessions for an event, then the Resident District Manager may allow a campus entity or student group to operate concessions. Unless specifically established in writing, permission will be given for only one event.

All food preparation must comply with King County Health Department guidelines, and will be subject to the same conditions as student group events with food service.

Campus entities must limit goods for sale to items on the King County Health Department list of food “exempt from permit and plan review,” or must complete all requirements to obtain a King County Health Department Temporary Food Service Establishment permit. The Non-Potentially Hazardous Foods List is Addendum A to this policy.

Campus entities must follow all procedures outlined in the Concessions Procedures.

Procedures:
The campus entity must:

- Contact Chartwells
- Complete a facility reservation (for student groups, a Student Event Request Form; for faculty or staff, an Event Request Form)
- Ensure that goods sold are on the Non-Potentially Hazardous Foods List (Addendum E to the Student Event Food Policy)
- Ensure that all necessary licenses and permits have been obtained
- Ensure that any necessary serving equipment has been obtained.

All necessary steps must be completed by defined deadlines, or permission to hold Concessions at an event may be revoked.

**Referenced Contact Information:**

**Chartwells**  
Resident District Manager  
206-296-6311  
v-strays@seattleu.edu

**Emerald Plate Catering Services**  
206-296-6312  
SUDiningServices@seattleu.edu  
https://www.dineoncampus.com/seattle

**Conference and Event Services**  
1313 E. Columbia St.  
206-296-5620  
rooms@seattleu.edu  
www.seattleu.edu/CES

**Center for Student Involvement**  
Student Center Rooms 350 & 360  
206-296-6465  
involvement@seattleu.edu  
www.seattleu.edu/involvement

**King County Health Department**  
Mailing address: 401 5th Ave., Suite 1300  
Seattle, WA 98104  
206-296-4632 (not a Seattle University number)  
www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx