

MIDDLE TENNESSEE STATE UNIVERSITY
POLICY AND PROCEDURES MANUAL

POLICY NO: IV: 04: 20

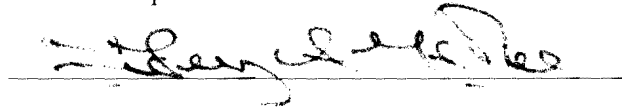
DATE: June 10, 2011

SUPERSEDES POLICY NO: IV: 04: 20

DATED: January 8, 2004

SUBJECT: Food Service – Self-Catered or Off-Campus Vendor

APPROVED: Sidney McPhee, President



Middle Tennessee State University has an exclusive contract with its food service contractor to provide all food service on campus. Pursuant to that contract, the contractor has the right to provide food service on campus to any and all functions having food served unless it declines to do so or an exception is granted pursuant to this policy. One important purpose of this policy is to ensure that all health requirements are met and that food is properly handled.

I. Guidelines for Exception

1. No off-campus caterer may deliver and/or serve food on campus to any organized activity, unless an exception is approved in accordance with these guidelines. If an exception is granted, required signatures 1 through 4 must be obtained on Exhibit A, Application to Bring Food on Campus.
2. If an exception is granted to allow an organization/activity to bring/serve food on campus, no food service equipment belonging to either the University and/or the food service contractor may be utilized. It should be understood that the University food service contractor is responsible for the care and protection of the University-owned food service equipment.
3. Unless otherwise approved by the Vice President for Business and Finance or designee, assigned food service space may not be utilized. It should be understood that the University food service contractor is responsible for the cleanliness and care of assigned food service space.
4. Only on-campus University departments, University-sponsored activities and registered student organizations may request an exception to bring/serve food on campus. Unless otherwise noted in this policy, exceptions will only be granted for single, non-regular events (functions), and will not be granted in food service venues including the JUB Tennessee Room and the Student Union ballroom.
5. Activities being held on campus by outside, non-University affiliated groups or organizations must use University Food Services. This includes groups securing space or services from University departments.

6. This policy does not apply to: a) individuals bringing food on campus for personal, individual consumption or having same delivered to their office or residence hall room for personal, individual consumption; b) office/departments parties, i.e. retirement, holidays, birthdays, etc., as long as the food is being brought from home or purchased off-campus and the party is not being catered by an outside vendor; or c) prepackaged snacks that include cookies, nuts, chips, mints, candy and soft drinks (punch, orange juice, cola, etc.) for on-campus University departments, activities, registered student organizations for members and invited guests only at closed meetings and activities that are not open to the general public.
7. Exceptions may be granted for “potluck” type dinners and for unique foods inherent to the specific organization or purpose of the function, i.e. International Night. If an exception is granted, required signatures 1 and 2 must be obtained on Exhibit A, Application to Bring Food on Campus. Exceptions cannot be granted in food service venues including the JUB Tennessee Room and the Student Union ballroom.
8. Sale of food for fund-raising activities must meet all fund-raising approval requirements and is limited to bake sales, candy sales, and group dinners not open to the public. The fund-raising sale of candy, etc., may not be solicited door-to-door in office facilities or solicited in classroom buildings.
9. The Vice President for Student Affairs or designee will permit registered student organizations to conduct a fund raising bake sale or candy sale once per semester in a designated student programming area. No branded concepts (i.e. Chick-Fil-A, Jersey Mike’s, Domino’s Pizza, etc.) or licensed products may be sold. Registered student organizations that wish to conduct a fund raising bake sale or candy sale must obtain required signatures 1 and 2 on Exhibit A, Application to Bring Food on Campus. Such activities in other locations require the approval of the Vice President for Business and Finance or designee. If an exception is granted, required signatures 1 and 2 and 4 and 5 must be obtained on Exhibit A, Application to Bring Food on Campus.
10. As appropriate, authorization to utilize space, i.e. Alumni House, James Union Building, Keathley University Center, Foundation Reception House, Tennessee Miller Coliseum, residence hall space, building lobbies, etc., must be appropriately secured in addition to permission granted hereunder.
11. The Vice President for Business and Finance or designee may permit other exceptions as felt appropriate in cases including, but not limited to, when University Food Services declines to provide food service, on holidays, and on weekends when food service facilities are closed.

II. Procedure

All requests requiring approvals shall be processed in accordance with the following:

1. Departments/organizations desiring an exception shall submit requests on Exhibit A, Application to Bring Food on Campus.

2. The applicant should complete and submit an original only of the form to the appropriate officials with required signatures for review, approval and routing. The form should be submitted in sufficient time to permit the request to be fully approved no later than five (5) days prior to the event.
3. Vice Presidents or division heads or designees may approve exceptions consistent with these guidelines.
4. The office making the last approval per this policy will distribute appropriate photocopies to the requesting organization/department, vice president/division head, food services, and other offices as appropriate. The original will be sent to requesting department/organization to retain for file.

Revised: January 8, 2004; June 10, 2011.