

**3341-6-46 University Food Service Policy.**

Applicability	All University units
Responsible Unit	BGSU Dining
Policy Administrator	BGSU Dining and Conference & Event Services

**(A) Policy Statement and Purpose**

The following policy reviews the parameters for providing food at meetings or events on Bowling Green State University (the “university”) grounds. The purpose of the policy is to outline the standard protocols associated with serving food and/or accepting donation of food for the purpose of supporting a meeting or event. This policy also holds true for any outside vendor, or non-university entity, bringing food onto university grounds.

- (1) Food served on the BGSU campus must be approved and coordinated through the designated booking agent of the venue it is being provided in. Please see the booking agent for venue specific requirements, as each location may have additional terms and conditions for food service. However, no university location is approved to provide High-Risk food, unless it comes from an approved university caterer (see High-Risk foods; Section:B2).
- (2) When Student Budget Committee (SBC) funds are being used to purchase food and/or beverages, BGSU Dining/Catering must provide this service. BGSU Catering requires food and beverage orders be placed no less than two weeks (ten working days) prior to the event date. Requests made less than two weeks prior may be directed to an alternative BGSU Dining outlet.

**(B) Policy**

The risk associated with providing food service at the university is of the utmost concern. To ensure the safety of our guests, foods to be served are divided into two categories, each with their own rules for safe handling.

(1) Low-Risk foods

Low-Risk foods are ambient-stable foods such as: bagels, baked goods, pies (no cream), cakes, packaged snack foods, candy, popcorn and non-processed fruit and vegetables. BGSU Dining has also approved pizza and subs (without condiments) to the list of Low-Risk foods.

(a) Food purchased from an off campus provider that is to be served at a meeting or event, whether it is picked-up or delivered, must not contain any High-Risk foods and must not be in excess of a \$250.00 total meeting/event purchase (not applicable in the Bowen Thompson Student Union or Olscamp Hall 101, where all food purchases must be from BGSU Dining outlets and/or provided by BGSU Catering).

(b) Registered Student Organizations

(i) Donated products may be served in Bowen Thompson Student Union and Olscamp 101. A Food Donation Request Form must be submitted for approval with the Conference & Event Services (C&ES) office at least two weeks prior to the event. The form can be found at (<http://www.bgsu.edu/bowen-thompson-student-union/food-donation-request.html>). The liability factor of donated food may fall on the Registered Student Organization sponsoring the event.

(ii) Baked goods provided for the purpose of fundraising for Registered Student Organizations must meet the Low-Risk food requirements. Additional guidelines for serving baked goods must be followed and can be found at (<http://www.bgsu.edu/bowen-thompson-student-union/guidelines-for-serving-baked-goods.html>).

(2) High-Risk foods

In simple terms this means food that may become harmful to the consumer if it is not stored or handled correctly. Such foods are usually high in protein and require strict temperature controls (stored in a cold or hot holding device prior to consumption). When served, High-Risk foods should only be handled by certified food handlers to further protect against contamination. Examples include: Cooked meat and poultry such as beef, pork, ham, chicken, raw meat, fish, oysters, poultry, milk, desserts containing dairy products, tofu, cooked rice, and lasagna.

Only approved caterers for the university (currently BGSU Dining and AVI, Inc.) are permitted to sell/resell and/or manage the preparation and serving of High-Risk foods consumed on campus in order to control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

(3) Exceptions

(a) Tenants living in Greek Housing will be permitted to serve High-Risk (Perishable) Foods at approved Events located within the Greek Housing Courtyards, so long as ALL of the following requirements are met:

- (i) The Event is registered through the Office of Campus Activities using the Greek Housing Food Event Form found at (<https://orgsync.com/7739/forms/197900>).
- (ii) A Person in Charge (PIC), designated by the group hosting the Event, must be onsite throughout the Event to oversee food preparation and service. This person must complete and/or maintain current ServSafe® certification status in consultation with BGSU Dining.

- (iii) All High-Risk foods to be served at the Event must be prepared on-site, and under the supervision of the PIC.
  - (iv) No Student Budget Committee allocated fund source may be used to purchase any food (High-Risk or Low-Risk) to be served at the Event.
  - (v) Food and related items and/or services surrounding the Event must be completely free to attendees of the Event (No sale/resale and or Donations may be accepted).
- (b) This policy does not apply to traditional “Office Potlucks”, defined as being held within the office or department hosting the event, and for the consumption of staff members within the hosting department. Students who do not work for the department, nor any outside guests are permitted to consume High-Risk foods prepared for an Office Potluck. No food for an Office Potluck is permitted to be purchased using university funds. No individuals may charge or collect any money for an Office Potluck event.

(4) Implementation of Policy

This policy is implemented by BGSU Dining with support from the office of Conference & Event Services (C&ES), and under the direction of the office of the Vice President of Finance and Administration. For questions pertaining to this policy, please contact BGSU Dining at [Dining@bgsu.edu](mailto:Dining@bgsu.edu) or 419-372-2891.

Registered Date: March 17, 2015

Amended Date: September 26, 2016