

<b>Volume E4:</b> Event Planning and Space Management	<b>E4.4</b> <b>Selling and Serving of Food</b>  <b>Effective Date:</b> 09/19/16	<b>Responsible Office:</b> Student Union, Event, and Conference Services
	<b>Responsible Officer:</b> Director	

## POLICY STATEMENT

Northeastern Illinois University (the "University") provides this policy to ensure the safe handling and serving of food on its campuses through exclusive concession and for the University community at large.

## PURPOSE OF THE POLICY

To outline conditions necessary for the safe and proper handling of food, and the manner in which food may be obtained for both University sponsored events and non-University functions taking place on University property.

## WHO IS AFFECTED BY THIS POLICY

All NEIU students, faculty, staff and non-University individuals and organizations.

## DEFINITIONS

**Bake Sales:** Fundraising events organized for the benefit of recognized student organizations and University departments or areas.

**Concessionaire:** A person, group, or company to whom a concession has been granted, especially to operate a subsidiary business or service.

**Par Baked:** A bread or dough product that is partially baked.

**Potluck (as in a Potluck lunch/dinner/supper):** A meal, especially for a group, to which participants prepare and bring various foods to be shared.

## REGULATIONS

### **1. FOOD SERVICE AND CATERING**

- 1.1. Under contractual agreement, the food service Concessionaire has exclusive rights to operate both attended and catered operations in all areas and buildings on the main campus. Outside food service or catering is not permitted on the main campus without the express written consent of the contracted food service Concessionaire. The contracted food service Concessionaire retains the exclusive right to provide catering services for events happening on the main campus even when campus dining service is closed (i.e., semester/summer breaks).
- 1.2. For private rental events happening on the main campus where food is requested, the contracted food service Concessionaire shall retain the first right of refusal to provide catering. For events happening at the Jacob Carruthers Center for Inner City Studies (CCICS), the Center for College Access and Success (CCAS), and El Centro, the standard procurement process is followed when hiring caterers.



- 1.2.1. Catering provided by companies other than the contracted food service Concessionaire must be approved by the Director of Student Union, Event and Conference Services no fewer than fourteen (14) business days prior to the event being held on the main campus.
- 1.2.2. All outside caterers must be licensed by the appropriate governmental body, and be holders of the following current licenses and/or permits:
  - Type I Processor License from the state of Illinois
  - Egg Breakers License from the state of Illinois
  - Retail Food Establishment License from the city of Chicago
  - Valid liquor licenses required to dispense alcohol within the city of Chicago
- 1.2.3. All outside caterers must provide a current certificate of liability insurance to the Director of Student Union, Event and Conference Services listing "The Board of Trustees and Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625-4699" as additionally insured for each event of no less than \$1,000,000 combined limits.
- 1.2.4. All outside caterers must be self-contained and provide all necessary food, equipment, and supplies. All food must arrive already prepared. Access to cooking equipment, food supplies, and kitchen under the auspices of the contracted food service Concessionaire is not permitted.
- 1.3. No food will be permitted or served in the Auditorium and Recital Hall on the main campus, any computer rooms, or rooms containing any sensitive equipment.
- 1.4. Departments that control specific meeting rooms shall retain the right to refuse food or catering requests for those spaces.

## **2. POTLUCKS**

- 2.1. A Potluck is a private event arranged, organized and attended by members of a University department, area, or officially recognized student organization wherein participants supply all of the food and beverage free of charge. Potlucks are regarded as social gatherings and should not be confused with fundraising activities (e.g., bake sales). Potlucks are not official University functions, and participation is voluntary and at each participant's own risk. The Potluck sponsor must be in attendance and assumes the liability for any food-borne illness that may result.

Those wishing to hold a Potluck event must adhere to the following:

- All food must be fully prepared in advance. Use of University food service equipment and/or kitchen is not allowed.
- All food prepared by participants must be done in a hygienic environment and in a safe manner.
- Potlucks must take place in non-reserveable University spaces (e.g., private office or suite, or department-controlled spaces) during regular business hours. Potlucks may not be held in public, the Student Union building, or in the residence hall lounges. Exemptions may be made for registered student organizations to reserve space with written approval from the Director of Student Leadership Development.
- No alcohol is permitted at Potlucks conducted on University property.
- University funds may not be used to purchase Potluck food, ingredients, supplies, or to rent related material and equipment.
- All food and beverage must be removed at the end of the Potluck, and the room must be cleared of any debris by the participants.
- Care should be taken to avoid scheduling Potlucks on the last working day before a long weekend or extended break.

## **3. BAKE SALES**

- 3.1. On the main campus, bake sales may occur only in the Village Square area of the Student Union, and must be requested, scheduled, and approved in advance through the University's online reservation system. To reduce competition, no more than one bake sale may occur per day, and bake sales are not permitted on Saturdays or Sundays. As per the contractual agreement with the food service Concessionaire, no bake sales may occur inside the Student Union building.



Discretion over the frequency and location of bake sales that occur at the Jacob Carruthers Center for Inner City Studies and the El Centro campuses shall be determined by the directors of those locations.

- 3.2. Baked goods permitted to be sold at an approved event shall be limited to homemade cakes, cookies, pastries, breads, and candies, and must be fully prepared for consumption at the time of sale. Potentially hazardous foods include those that are "Par Baked" and/or contain cream cheese frosting and filling, cream and cream-filled items, meringue, custard, pumpkin pie and cheesecake, home canned foods, and any food items requiring heat or refrigeration, and are therefore not permitted. A list of acceptable bake sale items can be found on the Student Leadership Development web page at: <http://www.neiu.edu/University-life/student-leadership-development/resources>
- 3.3. Care must be taken to prepare all foods for sale in a hygienic environment using fresh ingredients, and handled with sufficient care to ensure that proper sanitary conditions are met.
  - 3.3.1. Bake sale items must be individually wrapped in plastic, foil, or waxed paper, OR covered throughout the bake sale.
  - 3.3.2. The use of tongs, gloves, or other appropriate barrier must be used to dispense food.
  - 3.3.3. All bake sales must display signage that clearly states: "Homemade Baked Goods. May contain, nuts, dairy, wheat, soy, or other food allergens".
- 3.4. No food may be prepared on site.
- 3.5. No commercially prepared foods are allowed for sale.

#### **4. COOKOUTS AND PICNICS**

- 4.1. Cookouts and Picnics (e.g., food that is cooked outside of the Student Union building on the main campus) are only permissible in the following ways:
  - Only recognized student and University departments/organizations are permitted to host cookouts or picnics on the main campus. All outdoor spaces must be reserved in advance.
  - Food purchased using state or NEIU Foundation funds must be:
    - provided and cooked by the University's contracted food service Concessionaire, OR
    - with a waiver from the University's contracted food service Concessionaire, is provided and cooked by an approved outside licensed/certified food provider/handler, OR
    - provided by the University's contracted food service Concessionaire and is cooked by the event sponsor. *N.B.; this option is only available if the event sponsor(s) and person(s) distributing food receive food distribution training from the University's contracted food service Concessionaire.*
  - Food purchased with no expectation of being reimbursed from state or NEIU Foundation funds may be prepared and cooked by groups using the University's grills in the picnic grove or other approved outdoor spaces.
- 4.2. Food cooked inside the Student Union building must be purchased from and cooked by the contracted food service Concessionaire. Arrangements for special or exotic catering needs for events taking place on the main campus must be made through the contracted food service Concessionaire.

### **PROCEDURES**

1. All requests for catering on the main campus are made through the University food service Concessionaire's preferred reservation method at the time space reservation requests are made.
  - 1.1. The department/organization scheduling events provides a system-assigned space request number to process orders with the University's contracted food service Concessionaire. Catering orders cannot be processed without a reserved space or system-assigned space request number.
  - 1.2. Payment for catering services on the main campus are made and submitted directly to the University food service Concessionaire through Direct Payment Voucher. Other catering services are paid through Purchase Order.
2. A waiver for the use of outside catering services on the main campus is obtained from and is only granted by the University's contracted food service Concessionaire.



3. Space for bake sales on the main campus is requested through the University's space reservation portal.
4. Outdoor space for picnics and cookouts is requested through the University's space reservation portal.

## GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or are in violation of local, state or federal law.

## AUTHOR REFERENCE

1. [Chicago Municipal Code Retail Food Establishment Permit](#)
2. [Food Handling Regulation Enforcement Act – State of Illinois \(410 ILCS 625/3.1\)](#)
3. <http://dictionary.reference.com/browse/Concessionaire>
4. <https://en.wikipedia.org/wiki/Parbaking>
5. [IL Department of Agriculture Type I Establishment License \(225 ILCS 650/3 & 5.1\)](#)
6. [IL Department of Public Health Egg Breakers License \(410 ILCS 615/16\)](#)
7. [NEIU Student Leadership Development Resources webpage](#)
8. Pacific Lutheran University – Catering – [Bake Sales, Potlucks, and Self Catered Event Policy](#)
9. University of Kansas – [University Food Policy](#)
10. UM Campus Policies and Procedures – [UM Catering](#) – University of Montana
11. University of Wisconsin – La Crosse - [University Centers Dining Services Policies](#)
12. University of Wisconsin – Superior – [Food Handling Policy](#)

## RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[F1.03.1 – Direct Payment Vouchers](#)  
F1.03.X – Expenses for University Events (pending)  
E4.5 – [Service of Alcoholic Beverages](#)  
[25Live Space Reservation System](#)

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Union, Event and Conference Services	(773) 442-4630	<a href="mailto:suecs@neiu.edu">suecs@neiu.edu</a>

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.