



Saint Martin's  
UNIVERSITY

Saint Martin's University

# Student Event Food Policy

Office of Event Services and Office of Campus Life  
9/12/2014



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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 contain appropriate safeguards.

II. Definitions:

Graduate and undergraduate student groups include:

- Recognized student clubs
- Student organizations, including student government and committees within the Office of Campus Life
- Classes
- Student groups not in the above categories but overseen by Saint Martin's University faculty or staff

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

Some student group events are known as "Legacy Programs." The attributes for which this designation is given are:

- The event has more than 100 attendees
- Both members and non-members attend the event
- The event has taken place on campus for a number of years
- The student group members make an effort to train other members to ensure that there is consistency in planning and organization from one year to the next
- The event requires a Thurston County Temporary Food Service Establishment Permit

Legacy Events will have additional support for planning, as noted in the Student Event Food Service Procedures (Addendum B).

III. Exemptions:

This policy governs food service at events for student groups in most locations on the Saint Martin's University Lacey campus. Exempt from this policy are events held inside student residence facilities that are intended for the resident community and organized by Saint Martin's University Office of Housing and Residence Life.

No events held in Marcus Pavilion or the Norman Worthington Conference Center are exempt from this policy, regardless which group organizes them.



IV. Policy Statement:

The student group must choose one of the three approved methods in order to serve food at events. The three options are:

- Contact Bon Appétit Catering Services to provide, deliver and set up all food and/or beverages
- Pick up and deliver food from a licensed off-campus provider to be served at the event (Note: off campus vendors may not deliver the food to campus)
- Prepare food to be served at the event

**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 Bon Appétit.**

Student groups preparing their own food or picking up food from a licensed off-campus vendor may have additional requirements:

- A Thurston County Public Health and Social Services Department Temporary Food Service Establishment permit is required if any event attendees are not members of the student group, AND the event does not have a guest list that has been confirmed ahead of the event; and/or tickets are being sold for the event.
- Certain University regulations must be met if more than 50 persons will be attending the event.

Regardless of the option chosen, student groups wanting to have food service at an event must be in compliance with Thurston County Public Health and Social Services Department requirements and follow Saint Martin's University Student Event Food Service procedures (Addendums A-E).

In addition to following Student Event Food Service Procedures (Addendums A-E), 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.

V. Alcohol:

Alcohol may not be served at any student events.

VI. Related Policies

Student Event Food Service Procedures (Addendums A-E)  
Bake Sale Policy (Addendum F)





## ADDENDUM A

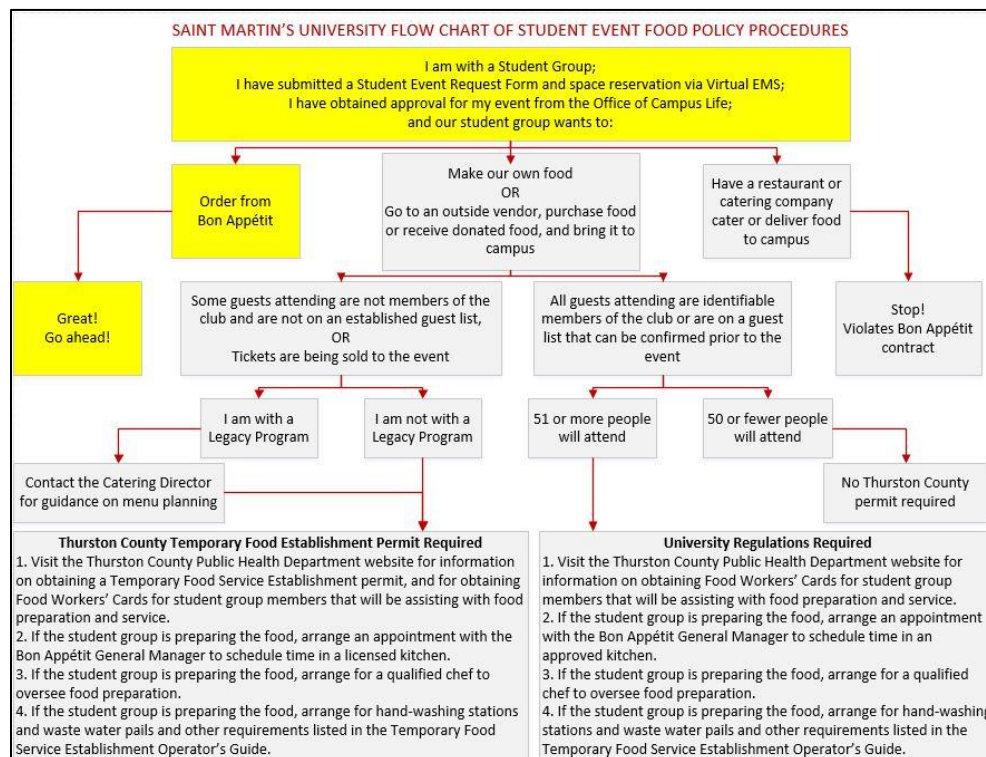
### STUDENT EVENT FOOD SERVICE PROCEDURES – CATERED EVENT

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

All student groups must:

1. Utilize Virtual EMS to:
  - a. Submit a Student Event Request Form for approval from the Office of Campus Life;
  - b. Reserve a space in which to hold the event;
2. Contact appropriate campus departments for support both prior to and during the event;
3. Ensure that all necessary licenses and permits have been obtained;
4. Complete all necessary steps by defined deadlines.

Please see the flow chart below to confirm that this handout applies to your program. If the highlighted section does not match your situation, please select another addendum that more accurately reflects your program's situation.







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## PROCESS AND PROCEDURES FOR CATERED EVENTS:

All student 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.

1. Utilizing Virtual EMS:

- a. Submit a Student Event Request Form for approval at least **14 business days** prior to the event date;
- b. Reserve a space in which to hold the event;
- c. Confirm set-up/arrangement of the space with the Office of Event Services at least seven days before the event

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

2. Once the event has been approved, contact Bon Appétit:

- a. Place a catering order by emailing [catering@stmartin.edu](mailto:catering@stmartin.edu) or calling 360-438-4306.
- b. Provide the budget number to which catering charges will be billed.
- c. Final guarantees for numbers of attendees must be provided three business days prior to the event.

## STUDENT EVENT FOOD POLICY DEADLINES:

- 14 business days to submit a Student Event Request Form for approval
- 7 business days to finalize equipment/room set up details
- 3 business days to finalize guarantees for food service

## REFERENCED CONTACT INFORMATION:

Bon Appétit Catering Services  
(360) 438-4306  
[catering@stmartin.edu](mailto:catering@stmartin.edu)

Office of Campus Life  
(360) 438-4577  
[ldube@stmartin.edu](mailto:ldube@stmartin.edu)

Office of Event Services  
(360) 438-4488  
[eventservices@stmartin.edu](mailto:eventservices@stmartin.edu)  
[www.stmartin.edu/eventservices](http://www.stmartin.edu/eventservices)



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## **ADDENDUM B**

### **STUDENT EVENT FOOD SERVICE PROCEDURES – LEGACY PROGRAMS**

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

All student groups must:

1. Utilize Virtual EMS to:
  - a. Submit a Student Event Request Form for approval from the Office of Campus Life;
  - b. Reserve a space in which to hold the event;
2. Contact appropriate campus departments for support both prior to and during the event;
3. Ensure that all necessary licenses and permits have been obtained;
4. Complete all necessary steps by defined deadlines.

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

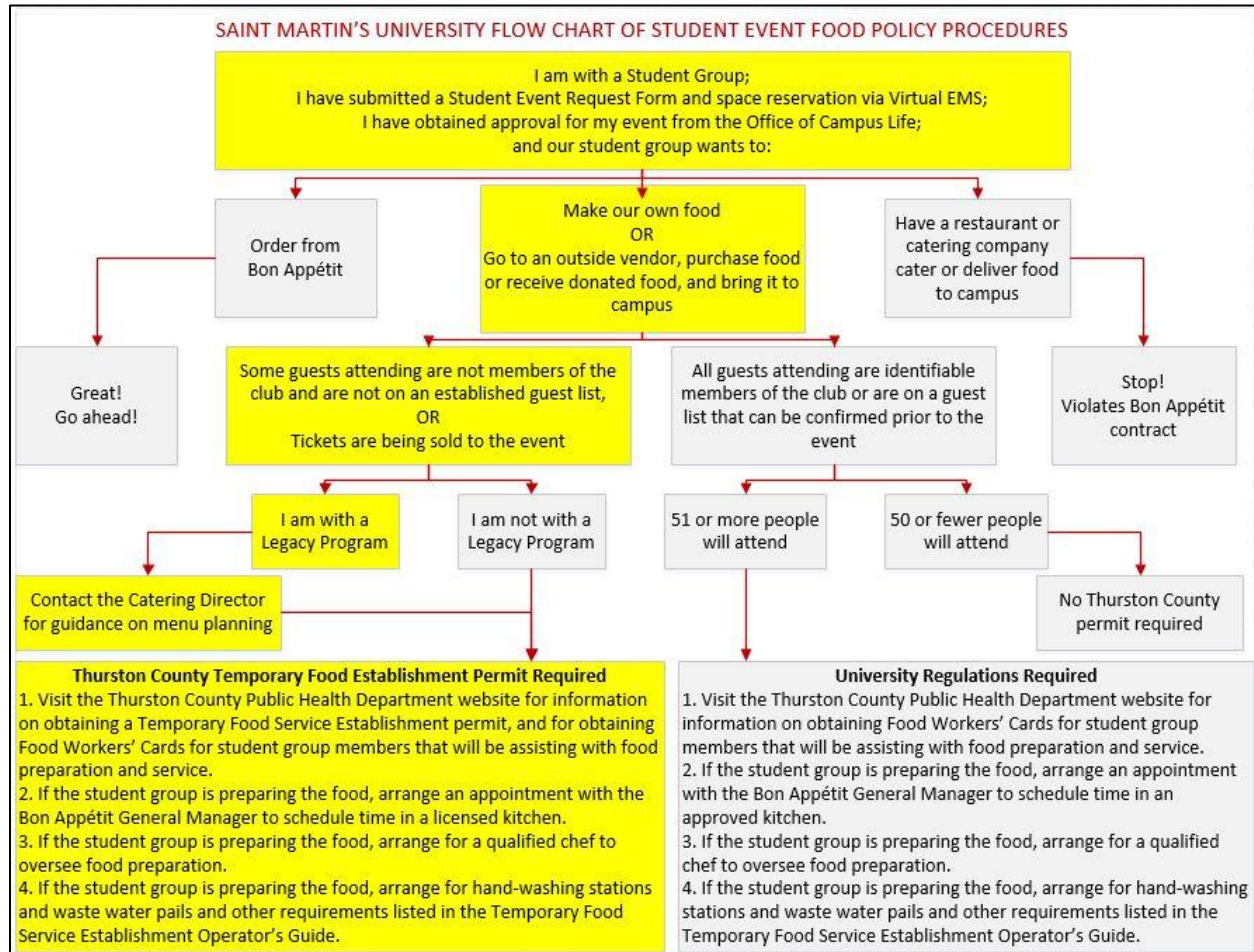
- The event has more than 100 attendees
- Both members and non-members attend the event
- The event has taken place on campus for a number of years
- The student group members make an effort to train other members to ensure that there is consistency in planning and organization from one year to the next
- The event requires a Thurston County Temporary Food Service Establishment Permit

As of September 2014, these student groups include:

- Amor Latino
- Barrio Fiesta
- Black Student Union’s Soul Food Dinner
- Chinese New Year
- Hui O’ Hawai’i Lu’au

Please see the flow chart on the next page to confirm that this handout applies to your program. If the highlighted section does not match your situation, please select another addendum that more accurately reflects your program’s situation.





## PROCESS AND PROCEDURES FOR CATERED EVENTS FOR LEGACY PROGRAMS:

All student 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.

### 1. Utilizing Virtual EMS:

- a. Submit a Student Event Request Form for approval at least **70 business days** prior to the event date;
- b. Reserve a space in which to hold the event;
- c. Confirm set-up/arrangement of the space with the Office of Event Services at least fourteen days before the event

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



2. Once the event has been approved:
  - a. If preparing your own food, contact the Bon Appétit General Manager, Carole Ann Beckwith, via e-mail or telephone, (360) 923-8797 at least 70 days prior to the event to schedule time in a licensed kitchen.
  - b. If preparing your own food, work with the Office of Campus Life to arrange for a professional chef to oversee food preparation.
    - i. The chef must be selected from the pre-approved list provided by the Office of Campus Life.
    - ii. The chef will be required for a maximum of 20 billable hours for any event; an estimate of needed hours will be determined early in the planning process.
    - iii. The chef must receive a kitchen orientation from a Bon Appétit staff member before any food preparation may begin.
  - c. Menu and event planning and guidance is available through Bon Appétit.
  - d. If you intend to bring food to the event that has been purchased from or donated by an outside vendor, you agree to ensure that the food is obtained from a licensed vendor, and handled and served in accordance with subsection 3 below.
3. Visit the Thurston County Public Health and Social Services Department website to download an application for the Temporary Food Service Establishment Permit application.
  - a. The Thurston County Temporary Food Establishment Permit Application and associated fees must be submitted together at least 14 days prior to the event. Because check requests can take at least a week, it is recommended that the paperwork be completed and a check be requested at least two weeks prior to the application deadline
  - b. The student group must determine whether any of its members have a current Washington State Food Worker's Card.
    - i. At least two members will need current Food Workers' Cards. One of the identified persons with Food Workers' Cards must be present any time there is food preparation, cooking, service and distribution; this is in addition to the professional chef requirement.
    - ii. Information on obtaining a Food Worker's Card is available at the Thurston County Public Health & Social Services Department.
  - c. Obtain materials and follow all procedures listed in the Thurston County Health Department Temporary Food Establishments Operator's Guide.
  - d. Make arrangements for the student group advisor/instructor to supervise clean up on the night of the event.

### **STUDENT EVENT FOOD POLICY DEADLINES:**

- 70 business days to submit a Student Event Request Form for approval
- 70 business days to contact Bon Appétit General Manager for menu guidance and to schedule time in a licensed kitchen



- 30 business days to start the process to get a Thurston County Temporary Food Service Establishment Permit
- 14 days to submit permit application and payment together
- 14 business days to finalize equipment/room set up details
- 3 business days to finalize guarantees for food service

### REFERENCED CONTACT INFORMATION:

Bon Appétit Catering Services  
(360) 438-4306  
catering@stmartin.edu

Office of Campus Life  
(360) 438-4577  
ldube@stmartin.edu

Office of Event Services  
(360) 438-4488  
eventservices@stmartin.edu  
www.stmartin.edu/eventservices

Thurston County Public Health and Social Services Department  
<http://www.co.thurston.wa.us/Health/ehfood/index.html>  
Operator's Guide: <http://www.co.thurston.wa.us/health/ehfood/pdf/TempFoodGuideline.pdf>



## ADDENDUM C

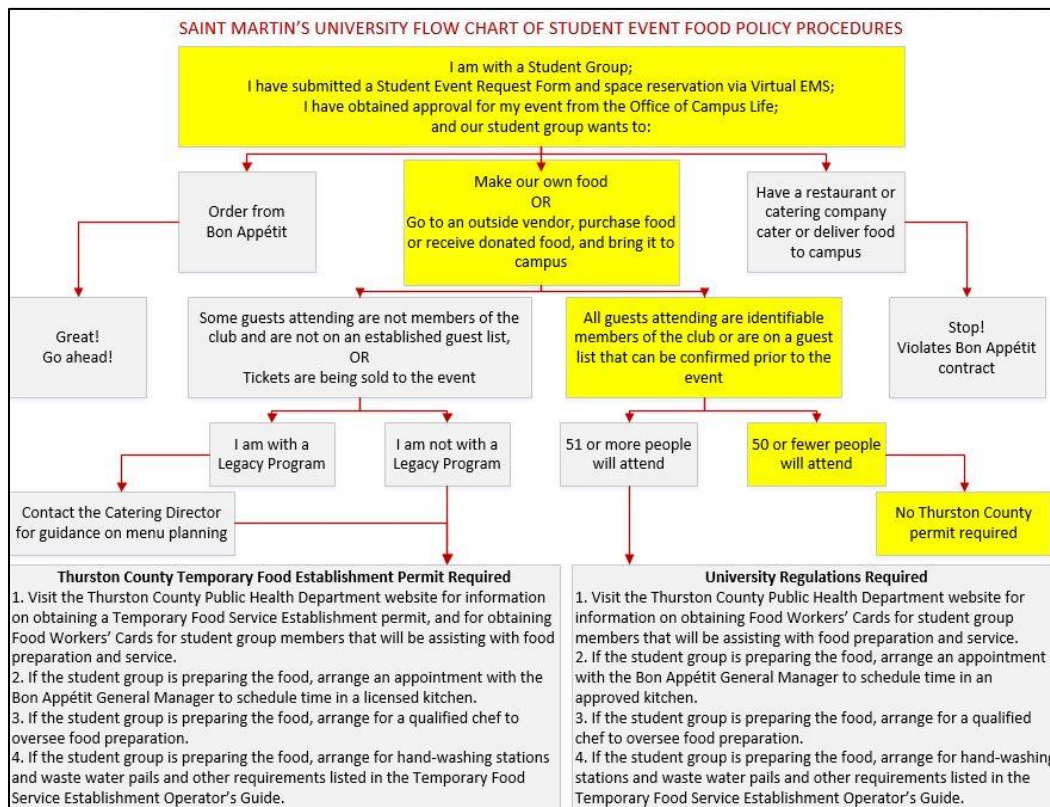
### STUDENT EVENT FOOD SERVICE PROCEDURES – NON-CATERED EVENT WITH 50 INTERNAL ATTENDEES OR FEWER

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

All student groups must:

1. Utilize Virtual EMS to:
  - a. Submit a Student Event Request Form for approval from the Office of Campus Life;
  - b. Reserve a space in which to hold the event;
2. Contact appropriate campus departments for support both prior to and during the event;
3. Ensure that all necessary licenses and permits have been obtained;
4. Complete all necessary steps by defined deadlines.

Please see the flow chart below to confirm that this handout applies to your program. If the highlighted section does not match your situation, please select another addendum that more accurately reflects your program's situation.





## **PROCESS AND PROCEDURES FOR NON-CATERED EVENTS WITH 50 ATTENDEES OR FEWER:**

All student 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.

**This policy applies to events where all attendees are identifiable members of the club or are on a guest list that can be confirmed prior to the event.**

1. Utilizing Virtual EMS:
  - a. Submit a Student Event Request Form for approval at least **21 business days** prior to the event date;
  - b. Reserve a space in which to hold the event;
  - c. Confirm set-up/arrangement of the space with the Office of Event Services at least seven days before the event

Note: "Business Days" indicate Monday through Friday, and do not include campus holidays.
2. The requesting student group shall certify to the Office of Campus Life that they have reviewed and understand the Thurston County Public Health Department guidelines for food handling and safety.
3. Food may not be offered to the general public and the event must take place in a controlled space.
4. If you intend to bring food that has been purchased from or donated by an outside vendor, you agree to ensure that the food is obtained from a licensed vendor, and handled and served in accordance with the Thurston County Public Health Department Guidelines for food handling and safety.

## **STUDENT EVENT FOOD POLICY DEADLINES:**

- 21 days to submit a Student Event Request Form
- 7 business days to finalize equipment/room set up details

## **REFERENCED CONTACT INFORMATION:**

Office of Campus Life  
(360) 438-4577  
ldube@stmartin.edu



Office of Event Services  
(360) 438-4488  
eventservices@stmartin.edu  
[www.stmartin.edu/eventservices](http://www.stmartin.edu/eventservices)

Thurston County Public Health and Social Services Department  
<http://www.co.thurston.wa.us/Health/ehfood/index.html>





## ADDENDUM D

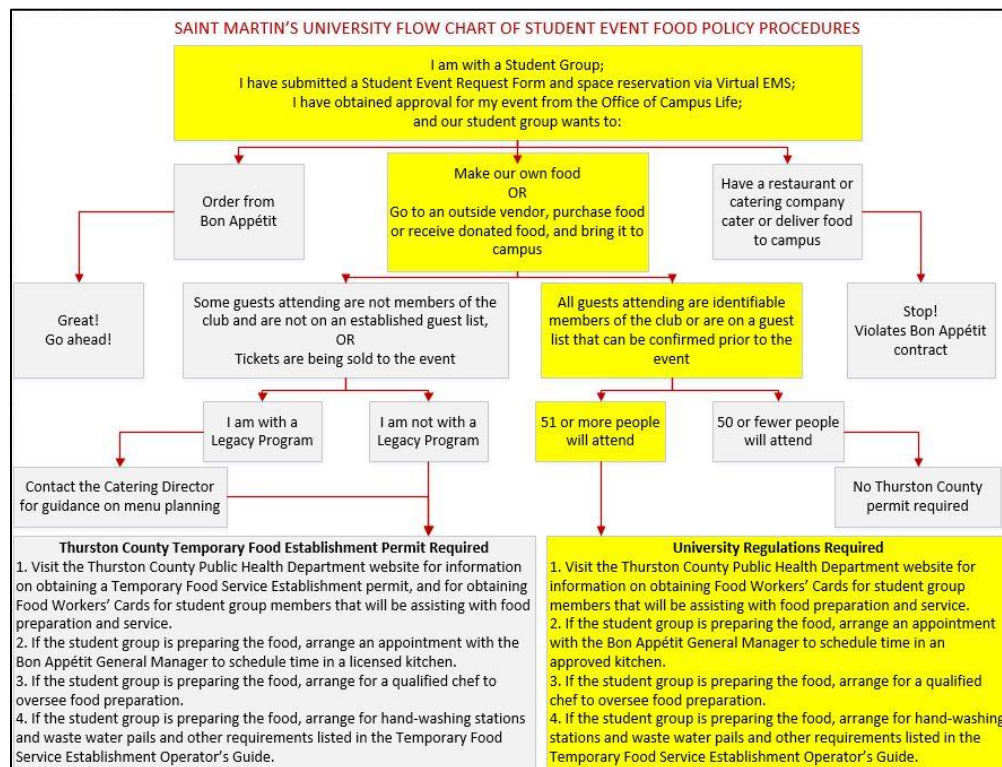
### STUDENT EVENT FOOD SERVICE PROCEDURES – NON-CATERED EVENT WITH 51 OR MORE ATTENDEES

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

All student groups must:

1. Utilize Virtual EMS to:
  - a. Submit a Student Event Request Form for approval from the Office of Campus Life;
  - b. Reserve a space in which to hold the event;
2. Contact appropriate campus departments for support both prior to and during the event;
3. Ensure that all necessary licenses and permits have been obtained;
4. Complete all necessary steps by defined deadlines.

Please see the flow chart below to confirm that this handout applies to your program. If the highlighted section does not match your situation, please select another addendum that more accurately reflects your program's situation.







## PROCESS AND PROCEDURES FOR NON-CATERED EVENTS WITH 51 OR MORE ATTENDEES:

All student 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.

1. Utilizing Virtual EMS:

- a. Submit a Student Event Request Form for approval at least **30 business days** prior to the event date;
- b. Reserve a space in which to hold the event;
- c. Confirm set-up/arrangement of the space with the Office of Event Services at least seven days before the event

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

2. Once the event has been approved:

- a. If preparing your own food, contact the Bon Appétit General Manager, Carole Ann Beckwith, via e-mail or telephone, (360) 923-8797 at least 30 days prior to the event to schedule time in an approved kitchen.
- b. If preparing your own food, work with the Office of Campus Life to arrange for a professional chef to oversee food preparation.
  - i. The chef must be selected from the pre-approved list provided by the Office of Campus Life
  - ii. The chef will be required for a maximum of 20 billable hours for any event; an estimate of needed hours will be determined early in the planning process
  - iii. The chef must receive a kitchen orientation from a Bon Appétit staff member before any food preparation may begin
- c. Menu and event planning and guidance is available through Bon Appétit.
- d. If you intend to bring food to the event that has been purchased from or donated by an outside vendor, you agree to ensure that the food is obtained from a licensed vendor, and handled and served in accordance with subsection 3 below.

3. Follow Thurston County Public Health and Social Services Department guidelines:

- a. The student group must determine whether any of its members have a current Washington State Food Worker's Card.
  - i. At least two members will need current Food Workers' Cards. One of the identified persons with Food Workers' Cards must be present any time there is food preparation, cooking, service, and distribution; this is in addition to the professional chef requirement.
  - ii. Information on obtaining a Food Worker's card is available at the Thurston County Public Health & Social Services Department.



- b. If you intend to bring food that has been purchased from or donated by an outside vendor, you agree to ensure that the food is obtained from a licensed vendor, and handled and served in accordance with the Thurston County Public Health Department Guidelines for food handling and safety.
- c. Make arrangements for the student group advisor/instructor to supervise clean up on the night of the event.

### **STUDENT EVENT FOOD POLICY DEADLINES:**

- 30 business days to submit a Student Event Request Form for approval
- 30 business days to start the process to get a Thurston County Temporary Food Service Establishment Permit
- 30 business days to make arrangements for an approved chef to oversee food preparation
- 30 business days to reserve space in a licensed kitchen for food preparation
- 14 days to submit permit application and payment together
- 7 business days to finalize equipment/room set up details
- 3 business days to finalize guarantees for food service

### **REFERENCED CONTACT INFORMATION:**

Bon Appétit Catering Services  
(360) 438-4306  
catering@stmartin.edu

Office of Campus Life  
(360) 438-4577  
ldube@stmartin.edu

Office of Event Services  
(360) 438-4488  
eventservices@stmartin.edu  
www.stmartin.edu/eventservices

Thurston County Public Health and Social Services Department  
<http://www.co.thurston.wa.us/Health/ehfood/index.html>  
Operator's Guide: <http://www.co.thurston.wa.us/health/ehfood/pdf/TempFoodGuideline.pdf>



## ADDENDUM E

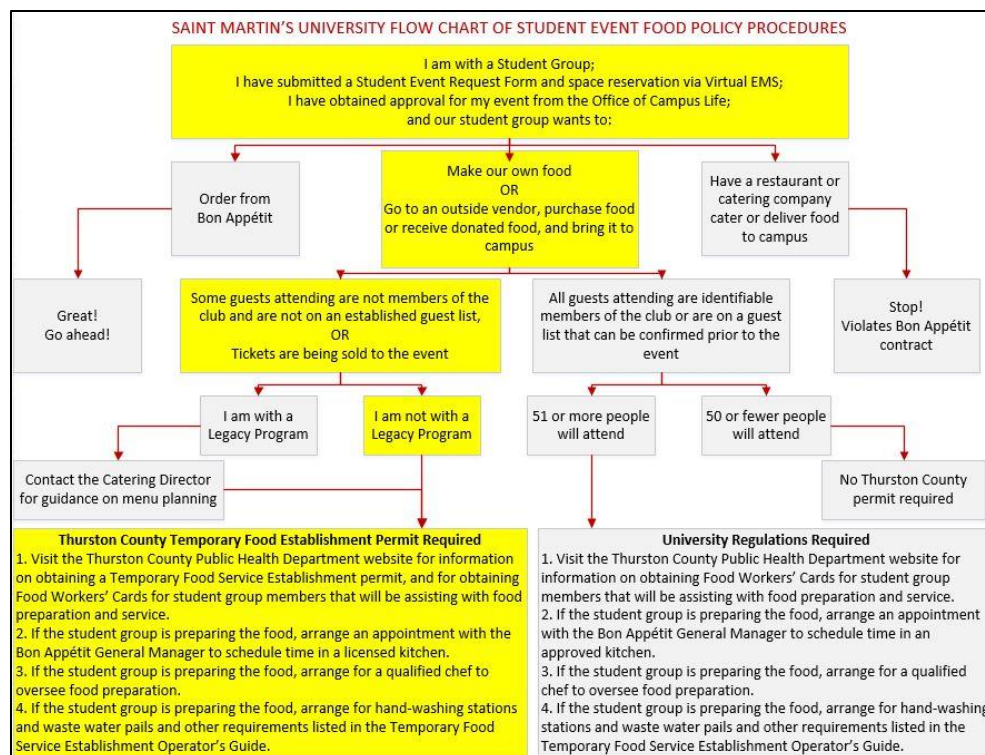
### STUDENT EVENT FOOD SERVICE PROCEDURES – NON-CATERED EVENT WITH PUBLIC ATTENDING

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

All student groups must:

1. Utilize Virtual EMS to:
  - c. Submit a Student Event Request Form for approval from the Office of Campus Life;
  - d. Reserve a space in which to hold the event;
2. Contact appropriate campus departments for support both prior to and during the event;
3. Ensure that all necessary licenses and permits have been obtained;
4. Complete all necessary steps by defined deadlines.

Please see the flow chart below to confirm that this handout applies to your program. If the highlighted section does not match your situation, please select another addendum that more accurately reflects your program's situation.





## PROCESS AND PROCEDURES FOR NON-CATERED EVENTS WITH PUBLIC IN ATTENDANCE:

All student 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.

This policy applies to events where attendees are not members of the club and are not on a confirmed guest list, OR tickets are being sold to the event.

1. Utilizing Virtual EMS:
  - a. Submit a Student Event Request Form for approval at least **30 business days** prior to the event date;
  - b. Reserve a space in which to hold the event;
  - c. Confirm set-up/arrangement of the space with the Office of Event Services at least seven days before the event

Note: "Business Days" indicate Monday through Friday, and do not include campus holidays.
2. Once the event has been approved:
  - a. If preparing your own food, contact the Bon Appétit General Manager, Carole Ann Beckwith, via e-mail or telephone, (360) 923-8797 at least 30 days prior to the event to schedule time in a licensed kitchen.
  - b. If preparing your own food, work with the Office of Campus Life to arrange for a professional chef to oversee food preparation
    - iv. The chef must be selected from the pre-approved list provided by the Office of Campus Life
    - v. The chef will be required for a maximum of 20 billable hours for any event; an estimate of needed hours will be determined early in the planning process
    - vi. The chef must receive a kitchen orientation from a Bon Appétit staff member before any food preparation may begin
  - c. Menu and event planning and guidance is available through Bon Appétit.
  - d. If you intend to bring food to the event that has been purchased from or donated by an outside vendor, you agree to ensure that the food is obtained from a licensed vendor, and handled and served in accordance with subsection 3 below.
3. Visit the Thurston County Public Health and Social Services Department website to download an application for the Temporary Food Service Establishment Permit application
  - a. The Thurston County Temporary Food Establishment Permit Application and associated fees must be submitted together at least 14 days prior to the event. Because check requests can take at least a week, it is recommended that the paperwork be completed and a check be requested at least two weeks prior to the application deadline



- b. The student group must determine whether any of its members have a current Washington State Food Worker's Card.
  - i. At least two members will need current Food Workers' Cards. One of the identified persons with Food Workers' Cards must be present any time there is food preparation, cooking, service, and distribution; this is in addition to the professional chef requirement
  - ii. Information on obtaining a Food Worker's Card is also at the Thurston County Public Health & Social Services Department
- c. Obtain materials and follow all procedures listed in the Thurston County Health Department Temporary Food Establishments Operator's Guide
- d. Make arrangements for the student group advisor/instructor to supervise clean up on the night of the event.

### **STUDENT EVENT FOOD POLICY DEADLINES:**

- 30 business days to submit a Student Event Request Form for approval
- 30 business days to start the process to get a Thurston County Temporary Food Service Establishment Permit
- 14 days to submit permit application and payment together
- 7 business days to finalize equipment/room set up details

### **REFERENCED CONTACT INFORMATION:**

Bon Appétit Catering Services  
(360) 438-4306  
catering@stmartin.edu

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Operator's Guide: <http://www.co.thurston.wa.us/health/ehfood/pdf/TempFoodGuideline.pdf>



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## BAKE SALES AT SAINT MARTIN'S UNIVERSITY

Recognized student organizations and/or classes with a faculty member supervising them, or departments raising money for student programs may arrange to hold bake sales on the Saint Martin's University campus. Reservations for spaces at which goods will be sold must be made a minimum of three weeks prior to the sale date, and the request must be made via the Student Event Request Form utilizing Virtual EMS. If the organization holding the bake sale is a class, the faculty member must fill out and sign the Faculty Bake Sale Supervision Form.

All food preparation must be in alignment with Thurston County Public Health and Social Services Department guidelines, and will be subject to the same conditions as other student-run events with food service. In order to ensure that a food permit is not needed for a bake sale, the entity that is putting on the Bake Sale must limit what is sold to items on this list, obtained from the Thurston County Public Health and Social Services Department:

Only non-potentially hazardous foods may be included in bake sale, such as:

- Bread
- Brownies
- Cake
- Candy
- Cookies
- Doughnuts
- Fruit Pies
- Fudge
- Muffins
- Scones

Some examples of potentially hazardous food that may not be included in a bake sale are:

- Cheesecakes
- Cream cheese
- Cream-filled desserts
- Custard desserts
- Home canned foods
- Lemon meringue pie
- Pumpkin pie
- Whipped cream

Foods sold to the public must be protected from exposure to bacteria, virus and other sources of contamination. To ensure this, baked food items should be transferred with utensils or use of disposable plastic gloves to eliminate bare hand contact. No self-service is allowed.



If cookies are to be sold individually, they should be wrapped or served individually. Acceptable packaging includes food grade plastic wraps, bags, foil or paper plates. Cloth napkins and paper towels are not acceptable packaging. When possible, foods should be pre-wrapped in the quantities in which they will be sold.

All items on display should be protected from contamination. Use sneeze guards, plastic wrap, dome covers or foil.

NOTE: 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.