



Saint Martin's
UNIVERSITY

Saint Martin's University

Student Event Food Policy



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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."

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, the Norman Worthington Conference Center, or Cebula 3rd floor event space 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:

- Catered Events - Contact Bon Appétit Catering Services to provide, deliver, and set up all food and/or beverages
- Non-Catered Events (two options)
 - 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
- Two members of the student group are required to have Food Workers' Cards

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-C).

In addition to following Student Event Food Service Procedures (Addendums A-C), 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-B)
Bake Sale Policy (Addendum C)



SAINT MARTIN'S UNIVERSITY FLOW CHART OF STUDENT EVENT FOOD POLICY PROCEDURES

I am with a Student Group;
I have submitted a Student Event Request Form and space reservation via Online EMS Calendar system;
I have obtained approval for my event from the Office of Campus Life;
and our student group wants:

Catered Event:
Order from
Bon Appétit

Great!
Go ahead!

Non-Catered Event:
Make our own food
OR
Go to an outside vendor, purchase food
or receive donated food, and bring it to
campus

Have a restaurant or
catering company
cater or deliver food
to campus

Stop!
Violates Bon
Appétit contract

Saint Martin's University Requirements

1. Visit the Thurston County Public Health Department website for information on obtaining a Temporary Food Service Establishment permit, and for obtaining two Food Workers' Cards for student group members that will be assisting with food preparation and service.
2. If the student group is preparing the food, arrange an appointment with the Bon Appétit General Manager to schedule time in a licensed kitchen of Bon Appétit's choosing and arrange for a Bon Appétit chef to oversee food preparation. Note: If food needs to be prepared in the Norman Worthington Conference Center kitchen, student group will incur extra cost from hiring of Bon Appétit chef to oversee food preparation for no more than 20 billable hours.
3. If the student group is preparing the food, arrange for hand-washing stations, waste water pails, and other requirements listed in the Temporary Food Service Establishment Operator's Guide.



ADDENDUM A

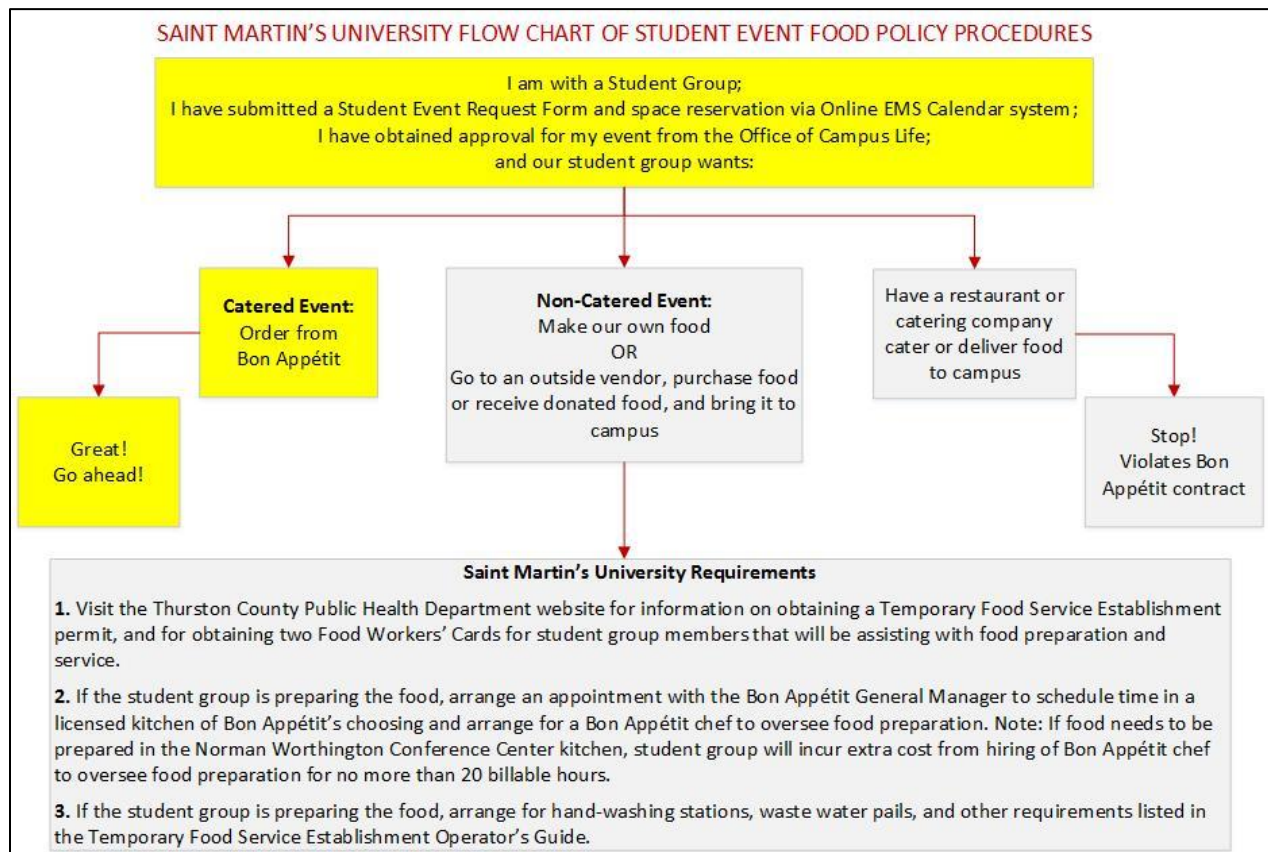
STUDENT EVENT FOOD SERVICE PROCEDURES – CATERED EVENT

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

All student groups must:

1. Submit a Student Event Request Form for approval to the Office of Campus Life. Upon approval, the Office of the Campus Life will reserve the event space via EMS Online Reservation;
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 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. Submit a Student Event Request Form for approval at least **14 business days** prior to the event date.
 - a. Upon approval, the Office of Campus Life will reserve the event space via EMS Online Reservation.
 - b. 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 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 seven business days prior to the event.
3. Confirm set-up/arrangement of the space with the Office of Event Services at least seven days before 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
- 7 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
KWieliczkievicz@stmartin.edu

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



ADDENDUM B

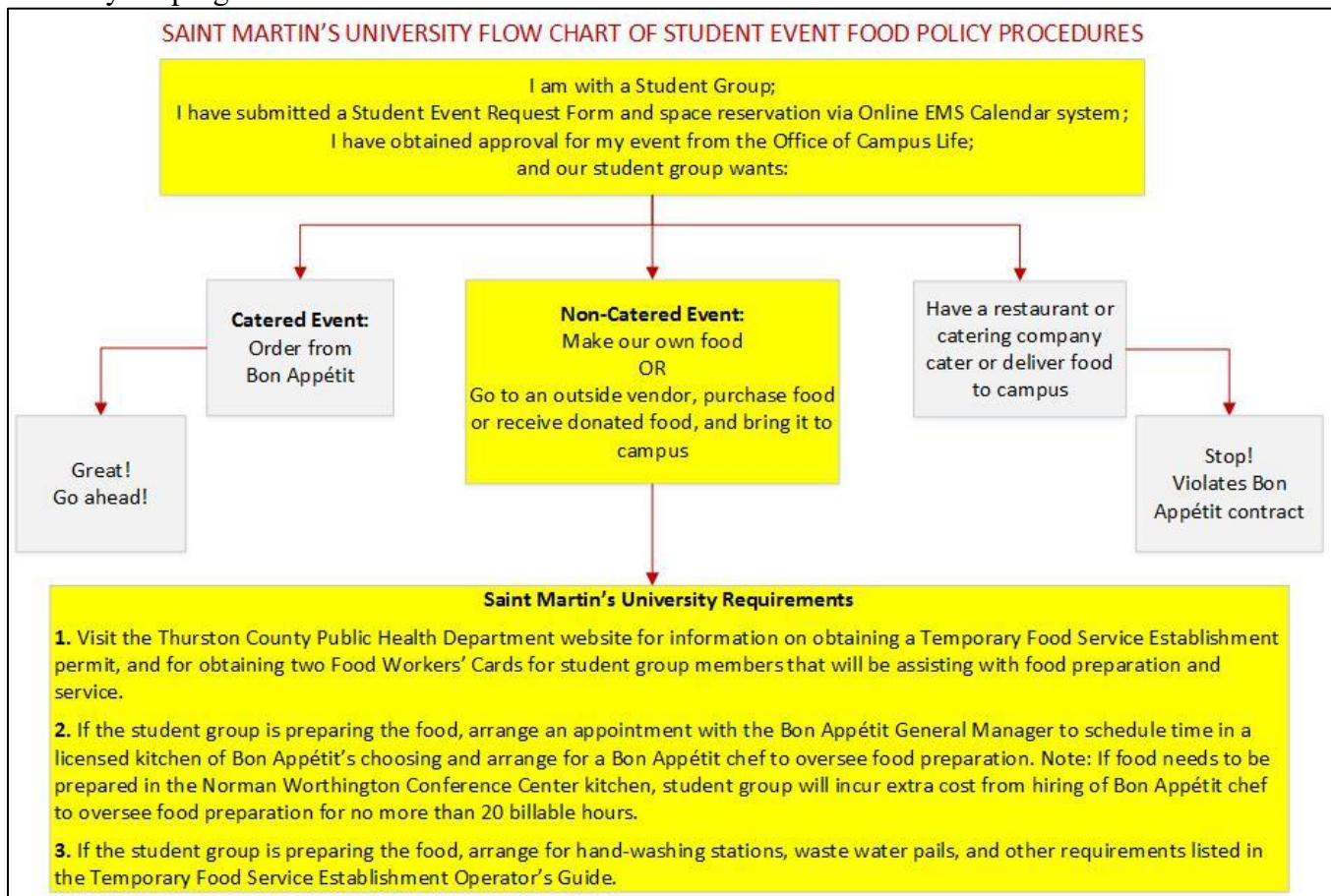
STUDENT EVENT FOOD SERVICE PROCEDURES – NON-CATERED EVENT

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

All student groups must:

1. Submit a Student Event Request Form for approval to the Office of Campus Life. Upon approval, the Office of the Campus Life will reserve the event space via EMS Online Reservation;
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 following flow chart 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.





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. Submit a Student Event Request Form for approval at least **21 business days** prior to the event date.
 - a. Upon approval, the Office of the Campus Life will reserve the event space via EMS Online Reservation.
 - b. Note: "Business Days" indicate Monday through Friday, and do not include campus holidays.
2. Confirm set-up/arrangement of the space with the Office of Event Services at least seven business days before the event.
3. 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.
4. Food may not be offered to the general public, only to the Saint Martin's University community, and the event must take place in a controlled space.
5. 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.
6. The event is required to have a Thurston County Temporary Food Service Establishment Permit, regardless of whether they have prepared the food or not.
7. Two members of the student group are required to have Food Workers' Cards, regardless of whether they have prepared the food or not.

STUDENT EVENT FOOD POLICY DEADLINES:

- 21 business 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
CampusLife@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>



ADDENDUM C

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 for consumption by the Saint Martin's University community. Reservations for spaces at which goods will be sold must be made a minimum of **21 business days** prior to the sale date, and the request must be made via the Student Event Request Form from the Office of Campus Life. 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 or Food Workers' Cards are 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 Saint Martin's University community 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.