



THE UNIVERSITY OF MEMPHIS POLICY MANUAL

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

POLICY NO.: 1:2A:17:01

DATE: September 1, 1994

SUPERSEDES POLICY NO.: 1:2A:17:01

DATED: November 15, 1988

The University of Memphis 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 requirement is to ensure that all health requirements are met and that the food is properly handled.

Guidelines for Exceptions

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.
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 Office of Administrative and Business Services, 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, activities, registered student organizations, and other recognized University affiliated groups or 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).
5. Unless otherwise approved by the Office of Administrative and Business Services, 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 which regularly provide services to outside groups.
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, Christmas, 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. Sale of food for fund-raising activities must meet all fund-raising approval requirements prior to an exception being considered 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.
8. As appropriate, authorization to utilize space, i.e. Alumni Center, University Center, residence hall space, building lobbies, etc., must be appropriately secured in addition to permission granted hereunder.
9. Foods prepared off-campus are not permitted. An exception, however, will be granted once per semester for "potluck" type dinners for registered student organizations. Exceptions may also be granted for unique foods inherent to the specific organization or purpose of the function.
10. The Office of Administrative and Business Services 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.
11. The Director of the University Center or designee may permit registered student organizations and other recognized University affiliated groups or organizations to conduct a fund raising bake sale or candy sale once per semester in the University Center or on the Alumni Mall. Such activities in other locations require the approval of the Office of Administrative and Business Services.

## 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 first appropriate official for review, approval, and further routing for approvals. The form should be processed in sufficient time to permit the request to reach the Office of Administrative and Business Services 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 and with the concurrence of the Office of Administrative and Business Services.
4. After Vice President or division head approval, the form shall be sent to the Office of Administrative and Business Services for concurrence.
5. After review, approval, and concurrence, the Office of Administrative and Business Services will distribute appropriate photocopies to the requesting organization/department, the Vice president/division head, food services, University Center Scheduling Office (UC208) and other offices as appropriate.
6. If the Office of Administrative and Business Services does not concur with a request, the Office of Administrative and Business Services will contact the Vice president/division head or designee to discuss and resolve same. If it cannot be resolved, the Office of Administrative and Business Services shall submit the request to the Vice President for Business and Finance for consideration along with a memorandum of explanation of any concern or why the request should not be approved. The decision of the Vice President for Business and Finance shall be final.

EXHIBIT A  
THE UNIVERSITY OF MEMPHIS  
APPLICATION TO BRING FOOD ON CAMPUS  
(Please Print)

Date \_\_\_\_\_

1. Organization/Group name \_\_\_\_\_
2. Purpose of Activity \_\_\_\_\_
3. Date of the Activity \_\_\_\_\_ Time \_\_\_\_\_ Number of participants \_\_\_\_\_
4. Location: Building \_\_\_\_\_ Room \_\_\_\_\_
5. Is the food to be sold? Yes \_\_\_ No \_\_\_ If yes, attach a list of prices. Also, if a U of M Student Organization, secure "Solicitation for Funds" form in UC 425.
6. Is the activity open to the general public? Yes \_\_\_ No \_\_\_
7. Specify the exact types of food and/or soft drink desired to bring on campus \_\_\_\_\_
8. Why do you not want to use The U of M Food Services? (Note: Cost alone may not justify an exception.) \_\_\_\_\_
9. Applicant (Responsible Person): (Print) \_\_\_\_\_  
Local/Office Address \_\_\_\_\_



Office/Work Phone \_\_\_\_\_ Home/Dorm Phone \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ If a U of M Student

Organization, Faculty/Staff, Advisor/Sponsor Signature: \_\_\_\_\_

\_\_\_\_\_ DO NOT WRITE BELOW THIS LINE \_\_\_\_\_

GENERAL EXCEPTION APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For soft drinks and dry, Facility Director or Designee  
prepackaged snacks)

RECOMMEND APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For food other than Student Organizations Office  
or soft drinks and dry, or Department/Activity Head  
prepackaged snacks)

APPROVED: Yes \_\_\_ No \_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Division Head

CONCUR: Yes \_\_\_ No \_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative and Business Services

Original copy only of this form just be routed and approved in sufficient time to allow final approval five (5) days prior to the event.

(11/15/88)