



## Food Exception Policy Guidelines

The University of Kansas Food Policy requires that any food/snacks sold or given away on campus be prepared by KU Dining Services (the University's licensed, health-inspected facilities). Exceptions to the University Food Policy require the approval of the Provost.

No food or beverage acquired outside of the KU Memorial Unions may be served at events held in the KU Memorial Union facilities unless the sponsoring group has been approved for an exception to the University Food Policy. Food exceptions are typically granted when the type of food appropriate to the event (often when a particular culture is being celebrated) is not offered by KU Dining Services. The following guidelines must be observed by the group receiving the exemption.

### **Failure to comply may result in the suspension of booking privileges in the KU Memorial Unions facilities.**

- All food and beverage brought in by the approved organization is the responsibility of that organization. This includes the delivery, storage, service and cleanup of the food and beverage.
- Potlucks are not permitted
- Access to the KU Memorial Unions kitchens is prohibited.
- Charges will be assessed if the space and equipment utilized by the group is not returned to the condition in which it was found. A minimum charge of \$100 will be assessed for cleanup, with further charges added based on the amount of labor needed to clean up the space and/or equipment. Excessive damage to the space may result in the suspension of booking privileges in addition to cleanup fees.
- In accordance with State law and Board of Regents policy, alcoholic liquor service on campus is restricted to official events sponsored by University units and approved by the Chancellor. See complete policy at <http://www.provost.ku.edu/policy>. Otherwise, no alcoholic beverage are allowed in the KU Memorial Unions facilities.
- If a food exception is granted, food brought in by the approved organization must be provided by a licensed caterer.
- If the licensed caterer serves soft drinks or water, the caterer must serve products from the line of beverages produced by the approved University beverage provider.
- All linens, dinnerware (plates, forks, cups, etc.) and serviceware (chafing dishes, serving utensils, serving dishes, platters, etc.) are the responsibility of the sponsoring organization.

Linens, disposable dinnerware and disposable serving utensils are available through KU Catering, a division of KU Dining Services by calling (785) 864-2444 at least 24 hours in advance.

- Disposable Plates: \$3.00/dozen
- Disposable Forks, Spoons, or Knives: \$.75/dozen
- Disposable Cups (hot or cold): \$.75/dozen
- Paper Napkins: \$.75/dozen
- Disposable Serving Spoons and Tongs: \$2.00/each
- Linen Tablecloths (must be left at Union): \$1.75/each

**Basic Food Safety Guidelines for Serving Meals**

- Store all perishable foods at or below 40°F.
- Do not prepare food more than 2 hours before serving without plans for proper cooling and reheating.
- Keep hot food at or above 140°F.
- Refrigerate food in shallow containers within 2 hours of preparation.
- Take only foods that can be kept at safe temperatures in carried meals, such as lunch boxes, picnics and potluck dinner.
- Use a thermometer to make sure the refrigerator temperature is between 35°F and 40°F.
- Thaw perishable foods in the refrigerator, in the microwave oven or under cold running water

I, as the representative of the sponsoring organization requesting the exception to the University Food Policy, have read and understand the KU Memorial Unions guidelines listed above and agree to the terms set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_