



## **KU Memorial Unions Food Policy Exception Agreement**

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 in the KUMU facilities unless the sponsoring organization 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 exception. **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, proper storage, service and clean up of the food and beverage meeting Kansas Department of Health and Environment food handling safety standards (<http://www.kdhe.state.ks.us/fofs/>).
- Due to liability and production demands, access to the KU Memorial Unions kitchens is not possible.
- Charges will be assessed if the space and fixtures 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 clean up and repair 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
- If a food exception is granted, food must be provided by a licensed vendor.

- If the licensed vendor provides soft drinks or water, the vendor must provide products from the line of beverages produced by the approved University beverage provider.

It is imperative that your organization work with an experienced licensed vendor who has the proper equipment to provide a safe and satisfying product and service for your event.

**Basic Food Safety Guidelines for Serving Meals**  
**For more information regarding food safety, visit**  
<http://www.kdhe.state.ks.us/fofs/>

- Store all perishable foods at or below 40°F.
- Wash your hands!
- 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
- See attached Fact Sheets from the Kansas Department of Health and Environment regarding food handling safety.

Linens, disposable dinnerware and disposable serving utensils are available through KU Catering, a division of KU Dining Services by calling 864-2444.

- 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

I, as the representative of the sponsoring organization requesting the food exception, have read and understand the guidelines listed above and agree to the terms set forth.

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