

University Food Policy Exception Guidelines and Form

University Food Policy Exception Guidelines

The [University 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 Director of the KU Memorial Unions.

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.
- Service, sale, and consumption of alcohol must be in accordance with State law, Board of Regents policy, and the University's [Alcohol Service at Events](#) policy.
- 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 service ware (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.

Please print, sign, and submit the University Food Policy Exception Guidelines Acknowledgement.

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: _____

University Food Policy Exception Form

To: Director, KU Memorial Unions

Date: _____

1. Name: _____

Email: _____

Phone: _____

Sponsoring Organization: _____

2. Date of event: _____ Day of week: M T W Th F Sa Su

3. Purpose of event: _____

4. Description of event

Location: _____ Expected attendance: _____

Event start time: _____ Serve start time: _____ Ending time: _____

Type of food to be served: _____

Beverage(s) to be served: _____

5. Name of proposed licensed vendor: _____

Address: _____

Phone: _____

6. Rationale for Exception to the University Food Policy: _____

7. Person responsible for enforcing these requirements:

- a. Ensures compliance with all stipulations governing the exception.
- b. Ensures that no alcoholic beverages are served.
- c. Accepts all liability.

8. The Sponsoring Organization agrees that it shall be responsible for any claims of injury or damage arising out of the service of food at its event. The Sponsoring Organization further agrees to indemnify and hold harmless the University of Kansas, the KU Memorial Unions, Kansas Athletics, Inc., and their employees and agents from any claims arising out of the service of food at the event.

Signature: _____

Date: _____

Name and title of person responsible for approving location named above

Date

Director, Kansas Athletics, Inc. (if applicable)

Date

Assistant Director Dining- Catering

Date

Director, KU Memorial Unions

Date
Approved / Denied

Recommendations & Comments: _____