

3341-6-46 University Food Service Policy.

Applicability	All University units
Responsible Unit	Vice President for Finance and Administration
Policy Administrator	Risk Management

(A) Policy Statement and Purpose

The purpose of this policy is to reduce the risks associated with providing food service at university events.

(B) Policy Scope

This policy applies whenever food is provided at meetings or events sponsored by or on the behalf of BGSU, whether they occur on or off campus. It also applies to any non-university entity providing food for university events.

(C) Policy Definitions

(1) Low-Risk foods: Low-Risk foods are ambient-stable foods.

(a) Examples of Low-Risk foods include bagels, baked goods, pies (no cream), cakes, packaged snack foods, candy, popcorn, fresh and dried fruits and vegetables, purchased ice cream.

(b) BGSU also considers pizza and lunchmeat sandwiches and subs Low-Risk food.

(2) High-Risk foods: High-Risk foods include any food that may become harmful to the consumer if it is not stored or handled correctly.

- a. Examples of High-Risk foods include cooked meat and poultry, raw meat, seafood, pancakes containing milk or egg, desserts containing dairy products, tofu, cooked rice, and pasta dishes containing dairy or meat, home-made ice cream.
- b. High-Risk products such as mayonnaise, milk, and dairy creamer can be treated as Low-Risk when served in single-serve units.

(D) Policy

- (1) University-approved caterers have exclusive service rights for all events in their respective service areas (currently AVI for athletic venues and BGSU Dining for the rest of campus, Firelands: approved list maintained by Budget and Operations office).
- (2) Only university-approved caterers are permitted to sell/resell, manage the preparation of, and/or serve High-Risk foods on campus. This rule applies to all areas, events, and departments on campus, including non-university entities wishing to provide food at events, meetings, etc.
- (3) Food trucks brought onto campus must be coordinated through the applicable university-approved caterer (Budget and Operations office on Firelands campus).
- (4) Food served on the BGSU campus must be approved and coordinated through the designated booking agent of the venue it is being provided in. Please see the booking agent for venue specific requirements, as each location may have additional terms and conditions for food service.
- (5) Foods served should be labeled when appropriate to identify the presence of common food allergens (e.g. milk, eggs, peanuts, soybeans, fish, wheat, shellfish, tree nuts such as walnuts and pecans).

- (6) There are two limited exceptions to the exclusive service rights of the university-approved caterers. Those exceptions are:
 - (a) Small events: Food may be purchased elsewhere for on-campus events, provided that the total food cost does not exceed \$250 for the event. This exception does not apply to an event in the Bowen Thompson Student Union or Olscamp Hall 101, where all food purchases must be from BGSU Dining outlets and/or provided by BGSU Catering regardless of dollar amount, unless the event is for fundraising by a Registered Student Organization (see Section (E)(2) below). Firelands: Coordinate through the Budget and Operations office.
 - (b) Donated food: Donated food may only be served when participation is free or voluntary donations are accepted from attendees. Donated food may not be used when an entrance fee is required. Home-canned foods may not be served. Written approval must be received from university-approved caterers before donated High-Risk food may be utilized on campus.
- (E) Registered Student Organizations
 - (1) When Student Organization Allocation Board (SOAB) funds are being used to purchase food and/or beverages on campus, BGSU Dining/Catering must provide this service.
 - (2) Donated products for the purpose of fundraising may be served in Bowen Thompson Student Union and Olscamp Hall 101. A Food Donation Request Form must be submitted for approval by Conference & Event Services (C&ES). Any liability associated with donated food will be the responsibility of the Registered Student Organization sponsoring the event.
 - (3) Low-Risk food distributed for fundraising purposes must be sold as “donation only.”

- (4) Baked goods provided for the purpose of fundraising for Registered Student Organizations must meet the Low-Risk food requirements. Additional guidelines for serving baked goods can be found on the Risk Management website.
- (F) Other Exceptions
- (1) At their sole discretion, university-approved caterers may elect to provide food services themselves or allow a third-party caterer to provide food services at an on-campus event. Any such authorization must be obtained in writing from the university-approved caterer for the venue where the event will be held (Budget and Operations office for Firelands). University-approved caterers may provide a list of authorized third-party vendors, which should be utilized.
 - (2) This policy does not apply to traditional “Office Potlucks.” An Office Potluck must be held within the office or department hosting the event, and the food served must be for consumption by staff members of the hosting department only. Students who do not work for the department and outside guests are not permitted to consume High-Risk foods prepared for an Office Potluck. University funds may not be used to purchase food for an Office Potluck. No one may charge any money for attending an Office Potluck.
 - (3) Unaffiliated, third-party entities renting facilities (typically the Perry Field House or the Student Recreation Center) may operate a concession stand serving High-Risk foods according to the following requirements:
 - (a) Sales must be not-for-profit as a fundraising activity for the sponsoring entity.
 - (b) A temporary food service license may be required from the Wood (or Erie for Firelands) County Health Department if serving any food other than commercially pre-packaged items. Acquisition of and adherence to the license is the responsibility of the third-party.

- (c) The designated booking agent for the facility will verify a license has been obtained (if one is required).
 - (d) The third-party entity is responsible for the safety of the food served under the temporary food license and any associated liability.
- (4) Tenants living in Greek Housing are permitted to serve High-Risk foods at approved events located within the Greek Housing courtyards according to the following requirements:
- (a) The event is registered with Student Engagement.
 - (b) A Person in Charge (PIC), designated by the group hosting the event, must be onsite throughout the event to oversee food preparation and service. This person must complete and/or maintain current ServSafe® certification status.
 - (c) All High-Risk food to be served at the event must be prepared on-site, and under the supervision of the PIC.
 - (d) No SOAB allocated fund source may be used to purchase any food (High-Risk or Low-Risk) to be served at the event.
 - (e) High-Risk food must be free to attendees of the event (no sale/resale or donations may be accepted).
- (G) Off-Campus Events
- Events sponsored by or on the behalf of BGSU at off-campus locations, paid for or reimbursed with university or BGSU Foundation funds, pose the same food risks. In order to mitigate those risks, the following rules apply:
- (1) High Risk foods may only be prepared by individuals trained and licensed to do so. All High-Risk food must be provided by a licensed caterer, restaurant, or other professional food provider such as a grocery store.
 - (a) Student Organizations, for the purpose of fundraising, may prepare High Risk food under the supervision of a PIC (see

F.4 above). All High-Risk food for fundraising must be distributed as “donation only” and appropriate city permits must be obtained.

(b) High Risk food may be prepared as part of an educational field experience for members of the class/group.

(2) Event hosts have a duty to handle and maintain food per recommended food safety guidelines to prevent contamination and spoilage.

(H) Implementation of Policy

This policy is implemented by Risk Management with support from Conference & Event Services (C&ES) and BGSU Dining; Budget and Operations Office on the Firelands campus. For questions pertaining to this policy, please contact Risk Management.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 17, 2015

Amended Date: September 19, 2019; August 23, 2022