Selling or Sampling Food

When planning banquets, food fairs and other events where food may be served or sold on campus, student organizations must request approval to do so. Approval to conduct these types of activities must be obtained in advance through the HUB-Robeson Event Management Office two weeks prior to the event. For events scheduled in the Commons Area of the Residence Halls, approval must be obtained in advance through the Residence Life office in each area. After the application is reviewed with the respective offices as appropriate, actions relative to the request will be issued in writing from the Housing and Food Services Office. Food can only be brought to the facilities to serve in accordance with University Policy "AD26 SALE OF FOOD AND BEVERAGES AT UNIVERSITY LOCATIONS."

Catering:
Because of the ongoing concern regarding the safe and proper handling of food products, food served at events will be limited to:
- Products prepared by a commercial or University food service
- Products that do not require refrigeration
- Products that are prepackaged for resale

No home-prepared foods may be served

Catering:
An ongoing concern of the University regarding the sale of food is the potential risk arising from the improper handling of food products. Sanitation, prevention of pest infestation, garbage removal, equipment requirements and proper cleanup after an event are problems associated with the preparation and serving of food and are best dealt with by University food service departments or commercial companies with the appropriate skills and expertise.

Internal Provider:
At University Park, student organizations can contact JAVA Catering to provide on-campus catering support. JAVA will work with each student group to determine the most effective way to coordinate an activity where food is being served. Individual recipes will be considered, and students will be able to assist in the preparation and serving of the food.

External Providers:
If such preparation and serving of food is not done by University food service departments, the University will require adequate insurance from the contracted provider. The Risk Management Office has established insurance standards and is to be contacted in advance of the function so they may determine if the contracted provider meets all requirements. Risk Management is located in 523 Rider Building, 865-6307 (FAX: 865-4029). NOTE: Risk Management maintains a current listing of all approved caterers that might provide services to the University at any location. http://guru.psu.edu/risk/caterers/