

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY STUDENT UNION, INC.
MEETING SERVICES**

SUBJECT: Food and Beverage Policy & Procedures

REFERENCE: Meeting Services Office Policy and Procedures

POLICY: Clients may provide food and beverages at USU events only with prior approval from the Meeting Services Office.

The sale of any food or beverage items is prohibited.

Clients may use the University's caterer and on-campus restaurants or an outside restaurant, caterer, deli, or store-bought pre-packaged goods to provide food and beverages at events scheduled in USU/SSU facilities. Required paperwork (described in the *Procedure & Definitions* section below) must be submitted at least ten (10) business days prior to the event in order for the catering to be approved. Food may not be cooked or prepared at the USU/SSU facilities. Chafing dishes and proper food temperatures are to be maintained by the caterer.

The University Student Union is not responsible for the quality of foods or the health and safety of people consuming such food products brought into the facility.

Home-made or "potluck" items are strictly prohibited.

Any required clean-up related to food and beverage service will be charged back to the sponsor at the current staff hourly rate, with a one (1) hour minimum.

Exceptions to this policy may be made by the USU Executive Director/designee.

Recommended by the Facilities and Commercial Services Committee on February 12, 2008.

Approved by the University Student Union, Board of Directors on March 3, 2008.

PROCEDURE & DEFINITIONS:

On-campus caterer: In order to receive approval for an on-campus caterer, a copy of the catering order must be provided to the Meeting Services Office at least ten (10) business days prior to the event date.

Off-campus caterer: In order to receive approval for an off-campus caterer, a copy of the caterer's current County of Los Angeles Public Health Operating Permit and proof of liability insurance (with coverage consistent with CSUN/USU requirements) must be on file with Meeting Services at least ten (10) business days prior to the event date.

In the case where the caterer's County of Los Angeles Public Health Operating Permit and proof of liability insurance are already on file with the Meeting Services Office, a Catering Verification Form must be submitted at least ten (10) business days prior to the event date.

Pre-packaged foods: A note will be added to the reservation file by Meeting Services office staff if pre-packaged food is requested. No further documentation is required.

- Pre-packaged foods are defined as foods that are prepared by a food service facility (ex, grocery store deli) and packaged in a manner that makes them "ready to serve". Pre-packaged foods do not require additional handling or assembly and need only be uncovered or unwrapped prior to consumption. Examples include pizza delivery, sandwich platters, fruit or vegetable trays, bakery goods, etc.