

Sale/Service of Non-Campus Dining Services Food

Division of Student Engagement

Policy Owner: Dean of Student Engagement

Effective date: September 28, 2016

Approval date: February 14, 2017

Schedule for Review: Spring 2030

Policy Summary:

This policy acknowledges the contractual obligations between the College and Campus Dining Services (CDS) and the need for the College's registered student organizations and departments to sell and serve non-CDS food on campus property.

Policy Statement:

General

Fort Lewis College's Campus Dining Services (CDS) are provided by the College's food service contractor. The contractor holds exclusive rights to the sale and service of food in the Student Union for all on-campus events. CDS hold exclusive rights to the entire campus for the sale and service of food for off-campus groups.

This policy acknowledges the contractual obligations between the College and CDS and the need for the College's registered student organizations and departments to sell and serve non-CDS food on campus property. This policy is a collaborative effort between the College and CDS to set out how non-CDS foods on campus property are sold or served.

The purpose of this policy is to provide guidelines for the sale and service on non-CDS food and to promote safe food handling practices in selling or serving non-CDS food by non-CDS staff. Federal, State, and local laws and regulations must always be followed to sell or serve any food on campus.

Registered Student Organizations (RSO) are allowed to spend no more than \$100 per semester in non-CDS food for events held in the Student Union. There is no monetary limit for RSO's outside of the Student Union.

1. Sales of Non-CDS Food

- a. **Permission** All RSO's requesting to sell food items must request permission no later than one week prior to the planned sale through SkyHub.
- b. **Bake Sale Items, Beverages and temperature sensitive food**
 - i. In addition to receiving the permission outlined above:
 1. Sample beverages (Red Bull, tea, coffee) may be served in 3 oz samples, not sold, at vending tables or scheduled events.
 2. Items that are in direct competition with Durango Eats will not be approved to sell or serve
 3. For sale of temperature sensitive food at an event, at least one representative of the department or registered student organization must check out the resource information on safe food handling and preparation, review the information, and sign the form verifying that

the information has been reviewed At least one person who has reviewed the resource information must be present during the entire sale. The start-to-end time of temperature sensitive food sale may not exceed two hours. Safe food handling resources can be found here.

2. **Service of Non-CDS Food**

Campus Dining Services has the exclusive right to serve food in the Student Union for on and off campus events. CDS has exclusive rights to serve all off-campus food. CDS has the first right of refusal on events. The below are exceptions:

- Events held at the Community Concert Hall (CCH).
- Athletic Concessions.
- Gathering of fewer than 20 people when College funds are not used.
- Technical riders for performers.

Reason for Policy:

To operationalize the exclusivity clause of the campus dining services contract.

Responsibilities:

For following the policy: Entire Campus

For enforcement of the policy: Student Union and Event Services Office

For oversight of the policy: Dean of Student Engagement

For procedures for implementing policy: Director, Student Union and Event Services

For notification of policy: Policy Librarian

Definitions:

Bake sale items: Baked goods prepared in commercial or non-commercial kitchens. Bake sales can consist of baked items that CDS sells, i.e.: cookies, cupcakes, and rice crispy treats.

College funds: Any funds that have been deposited into College or Foundation accounts.

Event: A planned meeting, activity or program.

Temperature-sensitive food: Hot and cold food items needing to be held at specific safe temperatures for food safety. These food items usually contain meat and/or dairy products.

Procedures:

Sale of Non-CDS Food

1. For RSO's, no later than one week prior to the planned sale, complete the food waiver form through SkyHub for approval.
2. For sale of temperature sensitive food at an event, at least one representative of the department or registered student organization must check out the resource information on safe food handling and preparation, review the information, and sign the form verifying that the information has been reviewed At least one person who has reviewed the resource information must be present during the entire sale. The start-to-end time of temperature sensitive food sale may not exceed two hours. Safe food handling resources can be found here.

Service of Non-CDS Food

1. For RSO's, no later than one week prior to the planned sale, complete the food waiver form through SkyHub for approval.
2. Individuals bringing temperature-sensitive foods should ensure that safe food-handling techniques have been followed.
3. Student Involvement Center staff will track spending of each RSO to ensure no more than \$100 per semester is spent from non-CDS sources.

Consequences of Non-Compliance:

1. Violators will be held personally responsible for food items purchased outside of this policy.
2. Violations may result in the loss of food sale privileges for up to one year, as determined by the Director of the Student Union and Event Services, and/or (for Registered Student Organizations) referral to the College's judicial procedure, which could mean revocation of registered student organization status.

Review and Revision History:

The Sale and Service of Non-Campus Dining Food policy was originally issued November 2, 2015, and was revised February 2016. The current version was approved by the President's Cabinet September 28, 2016, and allows registered student organizations to purchase non-campus dining food for events up to \$50 per semester. Revised procedure (Request for Service of Alcoholic Beverages Form) approved by the Associate Vice president, Finance and Administration on February 14, 2017. Reviewed and Updated July 2, 2025.