

MIDDLE TENNESSEE STATE UNIVERSITY
POLICY AND PROCEDURES MANUAL

POLICY NO: IV: 04: 20

DATE: January 8, 2004

SUPERSEDES POLICY NO: None

DATED:

SUBJECT: Food Service – Self-Catered or Off-Campus Vendor

APPROVED: Sidney McPhee, President



Middle Tennessee State University has an exclusive contract with its food service contractor to provide all food service on campus. Pursuant to that contract, the contractor has the right to provide food service on campus to any and all functions having food served unless it declines to do so or an exception is granted pursuant to this policy. One important purpose of this requirement is to ensure that all health requirements are met and that food is properly handled.

Guidelines for Exception

1. No off-campus caterer may deliver and/or serve food on campus to any organized activity, unless an exception is approved in accordance with these guidelines.
2. If an exception is granted to allow an organization/activity to bring/serve food on campus, no food service equipment belonging to either the University and/or the food service contractor may be utilized. It should be understood that the University food service contractor is responsible for the care and protection of the University-owned food service equipment.
3. Unless otherwise approved by the Vice President for Business and Finance or designee, assigned food service space may not be utilized. It should be understood that the University food service contractor is responsible for the cleanliness and care of assigned food service space.
4. Only on-campus University departments, activities, registered student organizations, and other recognized University affiliated groups or organizations may request an exception to bring/serve food on campus. Unless otherwise noted in this policy, exceptions will only be granted for single, non-regular events (functions).
5. Activities being held on campus by outside, non-University affiliated groups or organizations must use University Food Services. This includes groups securing

space or services from University departments, which regularly provide services to outside groups.

6. This policy does not apply to: a) individuals bringing food on campus for personal, individual consumption or having same delivered to their office or residence hall room for personal, individual consumption; b) office/departments parties, i.e. retirement, holidays, birthdays, etc., as long as the food is being brought from home or purchased off-campus and the party is not being catered by an outside vendor; or c) prepackaged snacks that include cookies, nuts, chips, mints, candy and soft drinks (punch, orange juice, cola, etc.) for on-campus University departments, activities, registered student organizations for members and invited guests only at closed meetings and activities that are not open to the general public.
7. Exceptions may be granted for “potluck” type dinners and for unique foods inherent to the specific organization or purpose of the function, i.e. International Night.
8. Sale of food for fund-raising activities must meet all fund-raising approval requirements prior to an exception being considered and is limited to bake sales, candy sales, and group dinners not open to the public. The fund-raising sale of candy, etc., may not be solicited door-to-door in office facilities or solicited in classroom buildings.
9. The Vice President for Student Affairs or designee may permit registered student organizations and other recognized University affiliated groups or organizations to conduct a fund raising bake sale or candy sale once per semester in the Keathley University Center. Such activities in other locations require the approval of the Vice President for Business and Finance or designee.
10. As appropriate, authorization to utilize space, i.e. Alumni Center, Keathley University Center, residence hall space, building lobbies, etc., must be appropriately secured in addition to permission granted hereunder.
11. The Vice President for Business and Finance or designee may permit other exceptions as felt appropriate in cases including, but not limited to, when University Food Services declines to provide food service, on holidays, and on weekends when food service facilities are closed.

II. Procedure

All requests requiring approvals shall be processed in accordance with the following:

1. Departments/organizations desiring an exception shall submit requests on Exhibit A, Application to Bring Food on Campus.

2. The applicant should complete and submit an original only of the form to the first appropriate official for review, recommendation for approval, and further routing for approvals. The form should be processed in sufficient time to permit the request to be fully approved no later than five (5) days prior to the event.
3. Vice Presidents or division heads or designees may approve exceptions consistent with these guidelines and with the concurrence of the Vice President for Business and Finance or designee.
4. After approval by the Vice President for Business and Finance or designee, that office will distribute appropriate photocopies to the requesting organization/department, the Vice President/division head, food services, and other offices as appropriate.
5. If the Vice President for Business and Finance or designee does not concur with a request, that office will contact the Vice President/division head or designee to discuss and resolve same.

EXHIBIT A
MIDDLE TENNESSEE STATE UNIVERSITY
APPLICATION TO BRING FOOD ON CAMPUS
(Please Print)

Date _____

1. Organization/Group name _____
2. Purpose of Activity _____
3. Date of the Activity _____ Time _____ Number of participants _____
4. Location: Building _____ Room _____
5. Is the food to be sold? Yes ___ No ___ If yes, attach a list of prices.
(Note: Sales of food items must also meet fund-raising approval requirements.)
6. Is the activity open to the general public? Yes ___ No ___
7. Specify the exact types of food and/or soft drink desired to bring on campus

8. Why do you not want to use MTSU Food Services? (Note cost alone may not justify exception.) _____
9. Applicant (Responsible Person) : (Print) _____
Local/Office Address _____
Office/Work Phone _____ Home/Residence Hall Phone _____
Applicant's Signature: _____ If an MTSU Student
Organization, Faculty/Staff, Advisor/Sponsor Signature _____

DO NOT WRITE BELOW THIS LINE _____

GENERAL EXCEPTION APPROVAL: _____ Date: _____
(For soft drinks and dry, Facility Director or Designee
prepackaged snacks)

RECOMMEND APPROVAL: _____ Date: _____
(For food other than or soft drinks Student Organizations Office or
and dry, prepackaged snacks) Department/Activity Head

APPROVED: Yes ___ No ___ _____ Date: _____
Vice President/Division Head

APPROVED: Yes ___ No ___ _____ Date _____
Vice President for Business & Finance or designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5) days prior to the event.