

## **University Food Policy Exception Guidelines**

The [University Food Policy](#) requires that any food, snacks, or beverages sold or given away on the Lawrence campus in all University facilities and for all University sponsored events (including fund-raisers) must be prepared by and/or obtained from KU Dining Services (the University's state licensed, inspected food facilities) unless an exception is granted.

In order to receive consideration for a [University Food Policy](#) exception, a University Food Policy Exceptions Form must be completed and submitted at least two weeks prior to the intended start date. A formal exceptions approval must be received from KU Dining Services before the event is promoted or sponsors contacted. Exceptions to the [University Food Policy](#) may be granted under the following situations with the expectation that all participating entities will adhere to the Basic Food Safety Guidelines outlined below.

### **Basic Food Safety Guidelines**

Follow all applicable food-preparation safety guidelines. Information can be located at the following:

- [Foodsafety.gov](https://www.foodsafety.gov)
- [Basics for Handling Food Safety](#)

### **KU Memorial Unions Guidelines**

#### **Preparation and service of cultural, religious, and ethnic food at special events**

- Potlucks are not permitted in KU Memorial Unions.
- Food and beverage must be provided by a licensed caterer.
- Soft drinks, water, coffee, and tea provided by the licensed caterer must be from the University's contracted beverage provider's line of products.
- Access to the KU Memorial Unions' kitchens and prep spaces are prohibited.
- The host organization of an event is responsible for maintaining food and beverage safety, which includes the delivery, storage, service, and clean-up of the food and beverage. Damage to the space may result in the suspension of booking privileges in addition to clean-up fees. Further information can be found at the [KU Memorial Unions Events page](#) regarding fees.
- Service, sale, and consumption of alcohol must be in accordance with State law, Board of Regents policy, and the University's [Alcohol Service at Events Policy](#).

### **Non-KU Memorial Unions Guidelines**

#### **Food/Bake Sale**

Non-hazardous foods (those not requiring temperature control to be safe for consumption) may be served/sold on campus (e.g., bake sale) if advance permission is obtained after completion of the University Food Policy Exceptions Form. Non-University entities are not permitted to host food or bake sales.

- The registered student organization or University department may reserve one date per semester for this exception.
- The registered student organization or University department must provide an explanation of how specific funds collected will be used for the benefit of the group.
- The registered student organization or University department must provide a complete list of products being prepared and sold as well as the sale price of each item.
- The registered student organization or University department is solely responsible for the management, preparation, and distribution of food/snack products (including location approval, set-up, service, supervision, tear-down, and clean-up), as well as all financial obligations and liabilities in connection with or necessitated by this exception. The registered student organization or University department may not assign or delegate this exception to any third party.
- If home-prepared food products are sold a notice stating the food product is “Home Prepared / Not Inspected” must be prominently displayed at the point of sale.
- For both store bought and home prepared-food items, ingredient lists must be available for identifying products made with the following:
  - eggs
  - fish
  - milk
  - peanuts
  - shellfish
  - soy
  - tree nuts
  - wheat
- Food products sold must be pre-packaged at the original point of preparation and be reasonably protected from unnecessary handling or other airborne contaminations.

### **Donated Products**

As part of a University department or registered student organization event, sponsors may be contacted to provide donated products to be distributed as part of the approved event on campus.

- The food must be from a licensed purveyor.
- The food must be prepackaged or in natural skins (fruit).
- The food must be able to be stored at room temperature without spoilage.
- The food must abide by University licensed or sponsorship agreements.

### **Food Trucks on Campus**

- The vendor must be on KU Dining Services’ approved list of vendors allowed on campus and must have a current state license and health code certifications.
- The approved vendor or sponsor must pay an administrative fee of \$50 each time a vendor intends to sell or give away food and/or non-alcoholic beverages on campus.
- The vendor or sponsor is responsible for securing the location and any fees associated with that location (e.g., parking lots).

- The sponsor is responsible for obtaining additional trash or recycle receptacles from Campus Operations and paying any associated fees.
- Vendors are not permitted to visit campus on a re-occurring scheduled basis.
- Vendors must abide by University licensed or sponsorship agreements.

### **Not Subject to University Food Policy**

All of the following is subject to basic food safety guidelines.

#### **Personal Consumption**

Individuals may bring food into University facilities for their own personal consumption unless prohibited by the policy of the University facility.

#### **Potluck or Carry-out/Delivery**

Registered student organizations and University faculty and staff within their own department's facilities may hold potluck or carry-out gatherings unless prohibited by the policy of the University facility. Potluck or carry-out gatherings are defined as small member-only gatherings where homemade or take-out food (e.g., pizza, sandwiches) is provided by group members to be consumed by group members. Examples of such events include holiday gatherings, farewell gatherings, closed working meetings, etc. Any take-out food must be from a licensed and insured vendor. Events open or advertised to the general University or public are not potluck or carry-out gatherings and are subject to the [University Food Policy](#). Refer to [Food and Beverage Purchases Policy](#) regarding payments to non-University vendors.

#### **Tailgating at Athletic Events**

Tailgating is governed by the University's [Alcohol Service at Events Policy](#).