



SHREVEPORT

Office of the Chancellor

POLICY STATEMENT

NO.3 09.00

COORDINATED BY Office of Business Affairs

EFFECTIVE December 16, 1991 PAGE 1

REVISED

SUBJECT Serving and Consumption of Food and Beverages
on LSU in Shreveport Campus

I. PURPOSE:

To affirm the University Policy for the preparation, service and sale of food and beverages on the Louisiana State University in Shreveport campus at both public and private campus events.

The serving/dispensing of food and beverages carries with it the legal responsibility for complying with licensing, public health and safety regulations.

It is necessary, therefore, to regulate such activities to protect both the University and the individuals serving/dispensing food and beverages from penalties and/or legal liability.

II. GENERAL POLICY:

A. The University gives the LSU-S Food Service contractor the right and responsibility for the purchase, preparation, serving, and sale/vending of food and beverages consumed on campus with the following exceptions:

1. One day in fall semester known as "Fall Fest".
2. One day in spring semester known as "Spring Fling".
3. International (Foreign) Food Festival.
4. Annual Holiday Party for faculty and staff.
5. Communiversitry Day.
6. Departmental parties for employees and approved student organizations of the University.
7. Other exceptions as approved by the Vice Chancellor for Business Affairs.

- B. Catering: University catering will be provided by the Food Service contractor for all special functions on campus, both public and private:

The University Food Service contractor may waive its right to serve at some special catering events where it would not be economical/feasible to do so or in those situations where special preparation and/or expertise would be better provided by an outside caterer. The University will then approve the outside contractor/caterer to serve in those situations. This will be handled on a case by case basis.

- C. Donations of food and beverages are normally not accepted by the university because of added liability due to lack of control in the preparation of food products at off-campus locations. Charges may be assessed for preparation or serving of donated products.

The university reserves the right to evaluate proposed donations on a case by case basis.

- D. Food and beverages prepared by outside groups may not be brought on campus to be served at meetings, seminars, public or private functions.
- E. The responsibility for carrying out this policy is delegated to the Director of Purchasing by the Office of Business Affairs.

III. DEFINITIONS OF FOOD SERVICE EVENTS:

- A. Campus Event: Any activity sponsored by a university department, LSU-S affiliated organization, or an off-campus private group using LSU-S facilities.
- B. Departmental Party: An occasional activity where only light refreshments are served, which is sponsored by a university department for persons employed within that department and held within that department's office or reserved university facility (example: birthdays, anniversaries, and student club meetings).

- C. Catering: Preparation and serving of food and beverages at any special functions not included in the normal daily cafeteria operation of the University Center Food Service operation.

IV. PROCEDURE:

A. Catered Events in the University Center Building:

1. Make a room reservation with the Office of Student Activities, University Center, Room 232, Extension 5393.
2. Contact the University Food Service Manager, 797-5298, (preferably after 1:00 P.M., Monday through Friday). A signed menu request form which will confirm menu selected, price, specific number of people to attend, and date of event will be required.

Catering arrangements should be made in writing five (5) working days in advance of event date. Changes will be permitted up to forty-eight (48) hours prior to reservation date and time. A guarantee of 95% of the amount requested is required.

B. Catering for University Department Events: (Using LSU-S Budgeted Funds)

1. Follow above procedure plus: An approved requisition form must be submitted to Business Affairs Office so the department account may be charged.
2. Billing will be made directly to the individual organization or department involved.

C. Catering in Other Campus Buildings:

Contact Conferences and Institutes Office for room reservations in all other campus buildings (Ext. 5262); then follow procedure (B) above.

V. REQUESTS FOR EXCEPTIONS TO POLICY:

Submit all requests in writing to the Office of Director of Purchasing.

- A. Give nature of event and sponsoring organization.
- B. Items to be served.
- C. Date and time of event.
- D. Location of event.

APPROVED:

William L. Ferguson
William L. Ferguson
Vice Chancellor for Business Affairs

12/18/91
Date

APPROVED:

John R. Darling
John R. Darling
Chancellor

12/19/91
Date