



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

POLICY:

1. All food prepared and/or served in dining facilities, public food serving areas, conference facilities, and other buildings and grounds shall be under the control of University Dining Services, except:
 - a. food prepared and/or served as part of the University's academic program,
 - b. food prepared and/or served in recreational facilities as part of "University operated concessions,"
 - c. food consumed in University housing by residents, their family members, and/or invited guests,
 - d. food served as part of an individual office/unit occasional "pot luck" function.
2. University Dining Services personnel shall not handle food which was not purchased by University Dining Services.
3. University Dining Services may refuse to provide food for take-out if there is reasonable concern that the food will not be properly handled, prepared or distributed upon leaving the premises.
4. Registered University organizations, student organizations, and/or other groups wishing to sponsor activities at which food is served and/or sold on campus must obtain approval in advance from the Assistant Vice President for Auxiliary Services or his/her designee, except in the following cases:
 - a. "fund raisers" (e.g., bake sales, candy sales, etc.) by residence hall students in University Housing. Approval is granted by the Office of Student Housing and Residence Life.
 - b. "fund raisers" (e.g., bake sales, candy sales, etc.) conducted by registered student organizations, and specifically approved by the Office of Student Activities, and scheduled with the Office of University Center and Conference Services.
5. Any University Department/Office wishing to sponsor activities at which food is served and/or sold on campus must obtain approval in advance from the Assistant Vice President for Auxiliary Services or his/her designee. The activities or events must be scheduled through the Office of University Center and Conference Services.
6. Regional campus centers may utilize vendors from an approved catering list. All food servings must comply with local health department regulations.
7. Cooking (e.g. grilling, deep frying, etc.) on University property is highly discouraged but if allowed, must conform to all applicable safety regulations (fire extinguisher present, no open flame adjacent to combustible materials, etc.).
8. Requests for exceptions, based upon unique, one-time events, not intended to constitute a business nor any form of competition with Morehead State University Dining Services, must be submitted to the Assistant Vice President for Auxiliary Services for review. Events where food is to be sold will be required to display a "Food Handling Permit" issued by Rowan County Health Department. Forms requesting an exception may be completed and submitted electronically or obtained from the Auxiliary Services Office, Room 05 Allie Young Hall, phone (606) 783-2680.

This policy is not intended to cover food and beverages purchased and/or prepared by individuals for personal consumption.

APPROVED BY:

VICE PRESIDENT:  DATE: 07/09/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT:  DATE: 7/9/18

Request for Exception to the Food Policy
Morehead State University
(The event cannot be scheduled until this request is approved)

Today's Date: _____ (Please complete this request **at least two weeks** prior to the event.)

Name of Group: _____ Name of Contact Person: _____

Is this a registered MSU student group? Yes _____ No _____

If this is a registered MSU student group, indicate advisor's name, address, and phone number:

Contact Person

Phone number(s): _____ E-mail address: _____

Local address: _____

Event Information

Date: _____ Location: _____

Start time: _____ End time: _____

Is there a charge for the event? Yes _____ No _____

Is there a charge to eat food? Yes _____ No _____

Is the event open to the public? Yes _____ No _____

How many people do you expect to attend? _____

Purpose of event (fundraiser, program, event, etc.) _____

**Events where food is to be sold should be cleared
by the Rowan County Health Department for
information about safe food handling.**

Supplier Information

Did you contact someone in MSU Dining Services about this request? Yes _____ No _____

If yes, who was the individual? _____

Are you purchasing food from Dining Services? Yes _____

**If you do not plan to purchase from Dining Services, please explain why: _____

Is any food being prepared by a group member(s): Yes** _____ No _____

**Explain: _____

Is food being purchased from a licensed vendor? Yes _____ No _____

Is food being donated from a licensed vendor? Yes _____ No _____

Type of food(s): _____

Food Handling

How will food be stored before event, held during serving, and served? _____

What will be done with leftovers? _____

Contact person's name: _____

Advisor (for student organizations): _____

Submit this form to the Assistant Vice President for Auxiliary Services, Allie Young 03, MSU, Morehead, KY 40351

Approved: _____ Not Approved: _____ Date: _____