

Student Union and Spartan Shops
Food or Beverage Agreement
(effective 7/1/09)

As the primary food provider for the Student Union building, Spartan Shops, Inc. holds the responsibility for ensuring that the campus community is served in an efficient, healthy, and safe manner. All organizations wishing to have food or beverage at an event must generally, therefore, purchase such food or beverage through Spartan Shops. All organizations wishing to provide, or to bring food or beverage into, or to purchase catering from sources other than Spartan Shops for any reason or purpose, for events scheduled in the Student Union must adhere to the rules listed below and are subject to the attached list of fees associated with bringing in outside food or beverage:

1. Use of Spartan Dining Services kitchens or equipment is prohibited.
2. No liability will be assumed by the University, the Student Union, Inc., or Spartan Shops, Inc. for any food or beverage brought into the Student Union by a sponsoring organization.
3. No one is permitted to supply additional food or beverage at any event for which service is provided by Spartan Catering.
4. Due to Spartan Shops policy, state health code regulations, and liability issues, food ordered for but not consumed at a catering function cannot be removed from the location in which it is served. This policy is standard for the catering industry and is in effect for the protection of organizations and their guests, as food that is mishandled can be very susceptible to food borne contaminants and illness. Spartan Catering will not be held responsible for any food or beverage removed from an event.
5. Cleanup of all food, beverages, and/or related items in Student Union locations other than the ballroom is the responsibility of the sponsoring organization. Failure to clean will result in appropriate cleanup charges. This applies to any food or beverage brought into the Student Union including, but not limited to, catering by Spartan Shops.
6. Any damages incurred during an event will result in appropriate charges for the sponsoring organization. This applies to any food or beverage brought into the Student Union including, but not limited to, catering by Spartan Shops.
7. Large functions require special approval and may require an advance deposit for possible damage and cleanup. This applies to any food or beverage brought into the Student Union including, but not limited to, catering by Spartan Shops.
8. "Pot Luck" type events represent the greatest food safety and health risks to organizations and their guests and will not be allowed except in the rarest circumstances.
9. Sale of most perishable items is limited to Food Faires that may be approved during the semester.
10. Student organizations may be approved to hold up to a maximum of two bake sales per semester.
11. Use of the campus Barbecue Pit Area for fundraisers may be allowed and will be subject to the attached policy exceptions regarding use of the Seventh Street Barbecue Pit Area.
12. Off-Campus Organizations are prohibited from selling or dispensing food or beverage on campus without approval from Spartan Shops.
13. On behalf of the sponsoring organization, my signature on the reverse indicates that I have read and agree to comply with these rules and any regulations of the Santa Clara County Department of Environmental Health contained herein or found on the Student Union or Spartan Shops website(s).

***Failure to comply with these rules will result in the following consequences:**

- 1st Offense: verbal and written warning.
- 2nd Offense: removal of food, and written warning accompanied by a \$50 fine.
- 3rd Offense: removal of group from building, and suspension of scheduling privileges for a period of time to be determined by Student Union management.

* For events with attendance greater than 60, a 1st Offense may result in a \$75 fine, possible removal from the building, and possible suspension of scheduling privileges.

Spartan Shops, Inc. holds the responsibility for provision of food or beverage in the Student Union building. The guidelines for bringing in outside food or beverage are detailed on the reverse of this page.

The service fees below will apply for events which choose to have food or beverage approved by, but not provided by Spartan Shops. Fees may be waived for recognized student organizations or campus departments if the food or beverages provided are within the Level 1 or Level 2 Food Types below, are intended for less than 60 individuals, and all rules contained herein are followed.

Food Type	Description	Service Fee
Level 1	<u>Non-Perishable, Pre-Packaged Food or Beverage</u> Examples: Muffins, Cookies, Chips, Granola Bars, Candy, Peanuts, Sodas	\$50
Level 2	<u>Perishable Food or Beverage, or Catered Meals for < 60 People</u> Examples: Pizza, Egg Rolls, Sandwiches, Chicken Wings, Nachos	\$75
Level 3	<u>Perishable Food or Beverage, or Catered Meals</u> Anything intended for 60 – 100 people or Food Types outside Level 1.	\$250
Level 4	<u>Perishable Food or Beverage, or Catered Meals</u> Anything intended for 100 + people or Food Types outside Level 1.	\$500

Service Fees for Off-Campus Groups will be doubled.

* For further information on Spartan Catering, please visit www.spartanshops.com

The following information must be completed by an authorized representative of the sponsoring organization. It must be approved by Spartan Shops and on file in the Event Services Office **7 calendar days prior to the event, or 14 calendar days prior to the event** for use of an outside caterer. Events without such approval for use of outside caterers **14 calendar days prior to the event** will not be approved, or **must use Spartan Catering for that event.**

Name/Date(s) of Event: _____ Time: _____ Room/Bldg: _____

Item(s) to be Served: _____

Charge(s) for Items to be Served: _____

Name of Organization or Department: _____

Address/ Student Organization Box #: _____

I have read and agree to the terms contained herein: _____ Spartan Shops Approval: _____

Printed Name: _____ Date: _____

Position in organization: _____ Event Services Approval: _____

Signature: _____ Date: _____ Date: _____

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(Additional Information)**

Seventh Street Barbeque Pit Area

The only approved area where BBQ sales may be held is at the BBQ Pit Area located on Seventh Street. During the event a margin of six (6) feet shall be provided around the grill so that no person (or animal) may come near the grill or food except for organization members preparing or serving food. This margin should be defined by tables surrounding the area, or by adequately roping off the area.

The meal or other food to be cooked at the BBQ must be protected (covered) and kept cold until it is “cooked” to order.” A sign must be provided at the BBQ grill or serving table identifying the organization offering food for sale.

No additional (portable) BBQ grills may be brought to or used at the campus BBQ Pit Area.

Note: If any foods are prepared and sold in addition to foods that are cooked at the BBQ Pit Area, a booth must be provided.

Alcoholic Beverage and Bar Service

Spartan Shops, Inc. has a limited liquor license that allows for provision of wine, beer and champagne in the University Room only. Alcohol service requests for any other area on campus must be received at least **14 calendar days prior to the event**. If less than 14 calendar days notice is given, Spartan Shops may be required to refuse alcohol service at the event.

If the service of alcohol is approved, it will require an Alcohol Permit. The cost of this permit is \$20 and it is not refundable if the event is cancelled.

Alcohol will not be allowed at an event not catered by Spartan Catering. For catered events wishing to provide their own alcohol, Spartan Catering can provide the labor for chilling and serving of the product.

Note: Alcohol is not permitted at student organization events, and rarely permitted in Morris Daley Auditorium.

**Santa Clara County Department of Environmental Health
Food Preparation, Serving, and Storage Guidelines**

General Rules for Handling Food

- Store raw and ready to eat products separately
- For food delivery, use insulated food containers capable of maintaining food at 135°F or higher, OR 41°F or lower
- Label food with use-by date, and time and reheating instructions
- Place garbage containers away from food preparation and serving areas
- Practice good personal hygiene
- Proper hand washing is essential to keep food safe

General Rules for Serving Food

- Serve cold food in containers on ice or in chilled, gel filled containers
- Use clean and sanitized utensils for serving
- Use separate utensils for each food item
- Minimize bare hand contact with ready-to-eat food
 - Use tongs, deli sheets, or gloves

General Rules for Holding Food

- Check the internal temperature of food using a thermometer
- Check food temperatures at least every four hours
 - Hot food must be held at an internal temperature of 135°F or higher
 - Cold food must be held at an internal temperature of 41°F or lower
- Only use hot-holding or cold-equipment that can keep food at the proper temperatures
- Cover food and provide sneeze guards to protect food from contamination

Holding Food Without Temperature Control

Cold Food

- Hold food at 41°F or lower before removing it from refrigeration
- Label the food with the time it was removed from refrigeration, and the time it must be discarded
 - Six hours from the time it was removed from refrigeration
- Food cannot exceed 70°F while it is being served
- Sell, serve, or discard the food within six hours

Hot Food

- Hold food at 135°F or higher before removing it from temperature control
- Label the food with the time it was removed from temperature control, and the time it must be discarded
 - Four hours from the time it was removed from temperature control
- Sell, serve, or discard the food within four hours

Special Rules for Cooking Food at BBQ Areas

- Use insulated containers to hold foods. Raw meat should be wrapped and stored on ice
- Store raw and ready to eat products separately
- There must be safe, potable water available for dishwashing and handwashing
- Place garbage containers away from food preparation and serving areas