



Volume E4: Event Planning and Space Management	E4.4 Selling and Serving of Food Effective Date: 09/19/16	Responsible Office: Student Union, Event, and Conference Services
		Responsible Officer: Director

POLICY STATEMENT

Northeastern Illinois University University provides this policy to ensure the safe handling and serving of food on its campuses through exclusive concession and for the University community at large.

PURPOSE OF THE POLICY

To outline conditions necessary for the safe and proper handling of food, and the manner in which food may be obtained for both University sponsored events and non-University functions taking place on University property.

WHO IS AFFECTED BY THIS POLICY

All NEIU students, faculty, staff and non-University individuals and organizations.

DEFINITIONS

Bake Sales: Fundraising events organized for the benefit of recognized student organizations and University departments or areas.

Concessionaire: A person, group, or company to whom a concession has been granted, especially to operate a subsidiary business or service.

Par Baked: A bread or dough product that is partially baked.

Potluck (as in a Potluck lunch/dinner/supper): A meal, especially for a group, to which participants prepare and bring various foods to be shared.

1. FOOD SERVICE AND CATERING

- 1.1. Under contractual agreement, the food service Concessionaire has exclusive rights to operate both attended and catered operations in all areas and buildings on the main campus. Outside food service or catering is not permitted on the main campus without the express written consent of the contracted food service Concessionaire. The contracted food service Concessionaire retains the exclusive right to provide catering services for events happening on the main campus even when campus dining service is closed (i.e., semester/summer breaks).
- 1.2. For private rental events happening on the main campus where food is requested, the contracted food service Concessionaire shall retain the first right of refusal to provide catering. For events happening at the Jacob Carruthers Center for Inner City Studies (CCICS), the Center for College Access and Success (CCAS), and El Centro, the standard procurement process is followed when hiring caterers.



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