

Policy Statement Concerning University Funds Spent on Food Sources/Caterers:

University funds may be expended for food items with any licensed food service caterer or vendor for all catering services for events reserved through the D. P. Culp Student Center Office with the following stipulations:

For university catered events held **INSIDE** the Student Center, the event user must utilize the University Food Service Contractor for catering items exceeding the amount of \$300. Catering amounts under \$300, users are free to seek catering services from any licensed food service provider. University events held at any of the **OUTDOOR** facilities within the Student Center realm are free to seek catering services from any licensed food service provider at no cost limitations. Purchase requisitions must be processed in the normal manner to expend these funds.

When utilizing an outside vendor for catered events, the event user will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service-related items and the proper disposal of all trash is the responsibility of the event sponsor or the catering firm. It will not be the responsibility of ETSU custodial services. In these instances, the University Food Service contractor will not be expected to provide any services. Failure to clean up properly will result in fees.

Policy Statement Concerning Individually Donated Food from Commercial Businesses To be Brought and Used on Campus for Scheduled University Related Meetings and Events:

A. INSIDE/OUTDOOR THE D. P. CULP STUDENT CENTER:

In the instance of potential donated food items for university related events scheduled inside the D. P. Culp Student Center or outdoor facilities directly associated with the D. P. Culp Student Center:

The University Food Service Contractor should be given the opportunity to donate like items. Details of requested food items must be presented to the University Food Service Contractor. The University Food Service Contractor will then either donate the items or turn the opportunity down and allow the donation from the non-university source to occur. In the event the University Food Service Contractor does not choose to donate the items, the user will need to provide documentation detailing the donation from the commercial food service firm to the Event Coordinator of the Student Center Office and University Foundation so proper acknowledgment can be supplied. This will include a listing of the donated items the company (vendor) has agreed to provide, on business letterhead, and signed by the business representative. The letter must be presented to the Event Coordinator of the D. P. Culp Student Center five (5) Business Days prior to the scheduled event for consideration.

If the donation has been approved, the event user will need to make appropriate arrangements for the necessary food equipment (warming and serving) and clean up. Removal of all food service-related items and the proper disposal of all trash is the responsibility of the event user or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Failure to clean up properly after the event will result in fees. Donated food items may not be used in conjunction with events scheduled in food service dedicated areas (i.e. Dining Hall, Retail Store Fronts, etc.) Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. Specific advertising plans, in conjunction with a donation, must be approved by the university comptroller.

Donations, as described in this section, are defined as product donations from commercial food service businesses. Donated food items from individuals are not allowed and are not included in this policy.

It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners for events within the D. P. Culp Student Center to bring 'refreshments' or 'break items' from home.

B. IN OTHER UNIVERSITY FACILITIES:

In the instance of potential donated food items for university related events scheduled in other facilities outside the Student Center realm:

The campus user will need to provide documentation detailing the donation from the commercial food service firm to the University Foundation so proper acknowledgment can be supplied. The event user will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event user or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. Specific advertising plans, in conjunction with a donation, must be approved by the university comptroller.

Donations, as described in this section, are defined as product donations from commercial food service businesses. Donated food items from individuals are not allowed and are not included in this policy. The intent of this policy is to not allow 'pot-luck dinners' or allow meeting planners for events to bring 'refreshments' or 'break items' from home.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

Policy Statement Concerning Individually Donated Food from Commercial business To be Brought and Used on Campus for Departmental Private, Closed University Related Meetings and Events:

Individually donated items may be brought on campus for the consumption of the individuals involved in private, closed meetings and events which are, university related and not open to the general public or full student body. Removal of all food service-related items and the proper disposal of all trash is the responsibility of the event user or the donating firm, not ETSU custodial services. In these instances, the university food service contractor will not be expected to provide any service.

Donations, as described in this section, are defined as product donations from commercial food service businesses. Donated food items from individuals are not allowed and are not included in this policy.

It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners to bring 'refreshments' or 'break items' from home or personally purchased.

University departments and offices may have 'pot-luck dinners' and refreshments for **private, internal office social events held in non-reservable spaces**. Reasonable effort should be expended to keep the event modest and out of easy view of the general public and campus community.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

Policy Statement Concerning Food Vendors on Campus:

Food vendors engaged in the preparation and sale of food items on campus must provide appropriate licensing and insurance documentation prior to receiving approval to operate on campus; and food vendors must be hosted by an affiliated department or organization of ETSU in order to gain access to campus facilities. These policies do not provide for departments (university non-food service personnel) or organizations (students or staff) preparing food on site as it is understood that these groups do not meet the standard of licensed caterer or food vendor. In other words, without documentation of a license, inspection and consequent insurance shouldering the risks related to food preparation, we cannot authorize event hosts to prepare food for open events in facilities reserved by the Student Center.

A. Permission for outside food vendor sales on campus must comply with the University Food Service Contract. As the office responsible for administering the food service contract, the D. P. Culp Student Center will enforce these policies in conjunction with the space reservations process.

B. Space must be reserved in accordance with the Access to University Property Policy and the Procedures for Use of Campus Property and Facilities to host outside food vendors on campus. When the sale of food items is indicated in a reservation, the Food Vendor Host group will be required to abide by the following guidelines:

1. Event reservations that include hosting food vendors on campus must be made by an Affiliated Entities or a department of the University. Non-Affiliated Entities may not serve as a Food Vendor Host or directly reserve space for sale of food items on campus.
2. A representative of the Food Vendor Host must always be present/remain with the visiting food vendor at all times during the event in order to address any arising needs or concerns of the vendor or University officials. Food vendors may be present and operational for the duration of the event time listed on confirmed reservation.
3. All food vendors invited to campus shall be required to provide the following documentation:
 - i. Proof of insurance
 - ii. Copy of most recent health inspection with passing grade,
 - iii. Mobile Vendor License
 - iv. Copy of current license to do business in Johnson City, TN, and
 - v. Signed Vendor Statement of Responsibility and University/Hosting Organization Release.
4. It is the responsibility of the Food Vendor Host to collect the required documentation listed above and follow through on ensuring that vendors have what they need to operate (in terms of power, space, garbage disposal, etc.) and adhere to the guidelines regarding space use, disposal of garbage, parking, noise, etc. throughout the duration of the hosted event.
5. All vendors may be subject to inspection by the Student Center Office, Student Activities Office, Campus Police, or the ETSU Health and Safety Officer. Any vendor found to be in violation of campus policies may be required to leave at any time. In addition, the Food Vendor Host will be empowered to request a food vendor to leave at their discretion. If/when representatives of the Food Vendor Host are no longer available to accompany the vendor, the vendor must exit campus.
6. Food Trucks may set up in areas approved through the Renovation/Space Utilization Request process only. As of June 2017, the locations approved for Food Trucks include the Pride Walk/Pedestrian Mall (leaving the lane closest to Carter Hall unobstructed to allow for University and Emergency Vehicles) and lot 22A on the main campus. To gain approval for any space not previously designated for this use, Food Vendor Host must complete the space utilization approval process. You can find this form on the Facilities Management website <https://www.etsu.edu/facilities/forms.php>.

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