

OREGON INSTITUTE OF TECHNOLOGY

Public/Private Preparation of Food Served on Campus OIT-30-025

In order to ensure public safety related to food served on campus, it is the policy of Oregon Institute of Technology Klamath Falls campus to adhere to the Oregon Administrative Rules, Chapter 333, Food Sanitation Rules.

Procedure:

OIT Campus Dining must prepare all foods catered on campus. Any exceptions beyond those noted below must be approved in advance by the Vice President for Student Affairs and documentation must be on file at the Information Desk. Any person or group that does not follow these guidelines may lose the privilege of using OIT facilities, and will incur additional charges.

Foods and beverages prepared and/or served by private/public organizations other than OIT Campus Dining must adhere to one of the following criteria:

1. Exemptions:

- a. Confections: Confections include candy, candied apples, cookies, cakes, donuts, and pastries, which contain either a sugar or salt content that precludes the rapid and progressive growth of pathogenic or toxigenic bacteria.
- b. OIT student club fundraisers: OIT student groups must get an exception from the Director of Campus Dining.
- c. OIT student groups functions: OIT student groups must notify the Information Desk if they expect to have their own confections at a given event. There will be no additional charges unless charges for excessive cleaning are required.
- d. Outside groups (non-student and/or non-OIT): The group must notify the Information Desk if they expect to have their own confections at a given event. The outside group will be assessed a clean up/trash removal charge per College Union fees and charges. Failure to notify the Information Desk will increase the amount charged.
- e. OIT Potlucks: Groups may serve food that is prepared by individuals or outside vendors where food is provided to approved group members only, and not advertised or sold. The group is required to notify the College Union Information Desk of this at the time the reservation is made. Additional room cleanup charges may apply.

2. OIT Campus Dining has the right of first refusal for any food or beverages served. If an event is not catered by or through OIT Campus Dining, the group must still adhere to the OIT Facilities Use Policy. If exemptions are granted for outside (non-OIT) groups, that group must state what items will be served, and must secure either a temporary food service license from the Klamath Falls Health Department or a waiver for the service of those items. Liability insurance in the amount of \$500,000 (\$1,000,000 if for a fully catered event), naming OIT as an additional insured, is required when outside vendors/caterers are used. Additional clean up/trash removal charges will be assessed per College Union fees and charges.
3. If the foods are to be advertised or sold, different documentation is needed as determined by the Director of Campus Dining:
 - a. For some OIT groups, food prepared within the OIT Campus Dining kitchen by non Campus Dining employees will be under the supervision and guidelines set forth by the Director of Campus Dining.
 - b. If food is prepared by private/public organizations, it is subject to the laws of Oregon regarding preparation and sanitation. Private groups must procure a temporary food service license from the Klamath Falls Health Department for each activity. A copy of the temporary license must be on file at the College Union Information Desk before room reservations will be made and advertising is approved for distribution.
 - c. For resale, single item purchases require a copy of the outside vendor's business license, and \$500,000 in liability insurance. Larger purchases require a copy of the outside vendor's business license and a certificate of \$1,000,000 liability insurance. Both single and fully catered events require the naming of OIT as certificate holder and additional insured.

Recommended by:

President's Council – 6/8/04

Approved: /s/ Martha Anne Dow
Martha Anne Dow, President

Date: June 17, 2004