

Complete Policy Title: Campus Food & Beverage Policy	Policy Number:
Approved by: Vice-President (Administration)	Date of Most Recent Revision: April 2023
Date of Original Approval: June 2001	Supersedes/Amends Policy dated: Food & Beverage General Procedure, Campus Food & Beverage Policy
Responsible Executive: Director, Hospitality Services	Enquiries: Director, Hospitality Services
DISCLAIMER: <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

Introduction

McMaster University has invested in equipment and space to provide food service on campus. The University Food Service (Hospitality Services) operates as an Ancillary service. The overall objective of Hospitality Services is to provide a consistent quality of safe food and beverage service to the University Community and to ensure that the University's investment is optimized and appropriately used.

Purpose

This policy is intended to clearly communicate to all campus stakeholders and users the regulations regarding serving, selling or providing food and beverage on the McMaster University campus. It is to ensure that food is prepared and served safely and complies with all provincial and municipal regulations

Scope

This policy will apply to all areas of McMaster University (1280 Main Street West and McMaster-owned houses with a designation for meeting spaces) with the following exceptions:

- I. Any food or beverage that is served or provided with the exemption of recognized independent operators listed below in their own permanent establishment:
 - a. 1280 Restaurant & Bar
 - b. Phoenix Restaurant & Bar
 - c. Union Market Convenience Store
 - d. Pharmacy

Definitions

"Serving food & beverage": involving handling, storage, preparation, distribution/sale of food or beverage to the University Community

Policy

1. The selling/serving of food on campus is limited to Hospitality Services and/or their appropriate partners as well as recognized/approved independent operators. The only exception are pre-approved fundraising events/initiatives, approved caterers and potlucks (See appendixes). Exceptions must have necessary approvals from University Health & Safety, MSU Clubs Coordinator, Department/Faculty Head and/or other relevant approvers.
2. Any events held on campus, must comply with all provincial safety regulations regarding the selling and serving of food and beverage on campus.
3. Outside Commercial Food Providers shall not be allowed to provide food or beverage on the University property unless coordinated and organized through Hospitality Services (Appendix 3).
4. Food or beverages will not be sold by persons other than Hospitality Services staff or those with prior written consent, as authorized by the Director, Hospitality Services. Approval is at the sole discretion of the Director, Hospitality Services. Requests must include:
 - Event name
 - Event organizer
 - Department
 - Main contact and contact information
 - Date of event
 - List of foods being requested to serve
 - Length and time of event
 - Location of event
 - Expected number of attendees
5. Any group/association or vendor that receives approval for providing food on campus must comply with all provincial and municipal regulations and assumes responsibility for any complaints or health issues arising from their provision of food.
6. No persons shall be allowed to BBQ on McMaster University property except with prior written consent from the Director, Hospitality Services.
7. Ron Joyce Stadium and Ivor Wynne Center concessions will be operated by Hospitality Services. Exceptions may be permitted for specific events with approval from the Director, Hospitality Services. Any group authorized to operate concessions will do so with volunteer staffing only and will be responsible for ensuring the proper Provincial and Municipal regulations regarding safe food handling are being followed.
8. The President and Vice-Chancellor of the University have designated the Vice-President (Operations & Finance) as the Responsible Officer for the implementation of alcohol regulations under the McMaster University LLBO permit. The Vice-President (Operations &

Finance) has delegated this responsibility to the Director, Hospitality Services who will establish administrative procedures and guidelines in regards to the sale of alcoholic beverages (refer to McMaster University Alcohol Policy)

9. All sales and promotion of alcoholic beverages on University property shall be subject to and in conformity with any restrictions or conditions imposed by the LLBO. Alcohol for any event on campus must be purchased through the university liquor license (Catering Services).
10. McMaster Hospitality Services (Catering Services) shall be the sole provider of alcohol for all events covered under the university liquor license or Caterers Endorsement. All alcohol service must be supplied and/or supervised by McMaster Hospitality Services (Catering Services).

Related Documents

Alcohol Policy - <http://www.mcmaster.ca/policy/General/Misc/UniversityAlcoholPolicy.pdf>

Policy on the Use of University Facilities for Non-Academic Purposes - <http://www.mcmaster.ca/policy/General/Misc/pufnap.htm>

McMaster University Student Centre Bake Sale Tables policy <https://muscmcmaster.ca/bake-sale-tables>

Appendix 1

Details for Approved Fundraising Events/Initiatives

The Campus Food and Beverage Policy may make allowances for *registered student organizations* only to raise funds by providing food on campus. This approval is at the discretion of the Director, Hospitality Services. To support their organization, **approved groups may provide food in exchange for a donation only, it cannot be sold**. The intent of this policy is to limit the foods that may be provided to ensure that the food selections minimize risk of food borne illness and ensure food safety on the McMaster campus. In order to ensure that food is provided safely by approved groups, the following guidelines must be adhered to:

- 1) Only groups/clubs registered with the McMaster Student Union may hold fundraising events/initiatives. Authorization for space must be through the McMaster University Student Centre <https://muscmcmaster.ca/bake-sale-tables> or from the Department/Faculty Head of other buildings where the fundraiser will be held.
- 2) Any groups/clubs that provide food for fundraising must designate one person who will be responsible for these events. Responsibilities are outlined in this policy.
- 3) Bake sale items are to be offered in exchange for a donation to a beneficiary (either the group itself or a charitable organization).
- 4) The requirements outlined in this policy for providing food on campus must be followed or the event will be discontinued immediately.

Preparation of Foods

- 1) Food provided must be in good condition and free from any spoilage or contamination.
- 2) Foods must be prepared in clean, sanitary conditions.
- 3) All those preparing and handling food must ensure good personal hygiene is observed and that hands are washed thoroughly and frequently.
- 4) All food shall be prepared in such a way as to ensure no cross contamination that could be harmful to consumers. Items containing nuts and gluten-free products must be clearly labelled and be separate from other product.
- 5) No illegal, harmful or controlled substance may be added to any item that is prepared for a bake sale item.
- 6) Anyone who has open or infected sores, or who suffer from vomiting, diarrhea, fever, or sore throat should abstain from handling food.
- 7) It is forbidden for any person afflicted with a communicable disease or any carrier of pathogenic germs to execute work which places them in direct or indirect contact with food.
- 8) Health code standards/regulations must be followed.

Responsibilities for Groups Approved for Fundraising Event/Initiatives

- 1) Food must be on the list of acceptable items listed below.
- 2) Ensure that food products have been prepared according to the requirements under the Preparation of Foods section.
- 3) Ensure that all food stored, transported and displayed is protected from contamination at all times; ie food displayed must be covered (saran wrap, tongs utilized etc.)
- 4) Food must be individually wrapped in food grade plastic or foil, or food must be covered and have serving utensils available.

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- 5) Observe good personal hygiene
 - 6) It is the responsibility of the designated person to:
 - have received appropriate approvals for the space to operate along with any other relevant approvals (ie: University Health & Safety, MSU Clubs Coordinator, Department/Faculty Head).
 - ensure that all rules and regulations are followed and deny anyone within their group to provide food if they are in violation of any of the policies outlined.
 - ensure that only approved foods are provided.
 - ensure all display areas, counters, shelves, tables and other equipment used in connection with providing food are kept clean and in good condition.
 - post a list of all ingredients utilized.
 - Ensure the beneficiary of the proceeds is clearly displayed at the table.

The following items are **NOT** approved for Fundraising Events/Initiatives:

- beverages
- hot foods
- home-canned foods,
- commercially-available items (e.g. store-bought pre-packaged items)
- cream-filled foods, meringues, whipped cream, cream cheese, pumpkin pie, cheesecake, custards, or other foods that contain dairy and require refrigeration.

Note: An exception will be made for Krispy Kreme donuts providing they are not cream-filled or custard-filled and are in exchange for a donation to a beneficiary.

Appendix 2

Potlucks on Campus

Potlucks for the purpose of this policy, shall mean:

- 1) A gathering of a small group of approximately 25 people or less that know each other or are affiliated with each other as a defined group or organization that have mutually agreed to each prepare a portion of a meal that will be shared by all in attendance.
- 2) Majority of the group members must bring food to qualify as a Potluck Event.
- 3) No fee may be charged or collected for participation in a Potluck Event. This will not preclude donations from being accepted at a Potluck Event, provided such donations are not intended to fund the Potluck event itself.
- 4) Potluck Events must be private events and not be open to the general McMaster community or student population. Potluck Events that are publicly advertised or open to the public are not permitted.
- 5) Onsite cooking and food preparation is not permitted, all cooking and food preparation is to be done off-site.
- 6) Sponsors of and participants in Potluck Events must follow food safety procedures to reduce the risk of food-borne illnesses.
- 7) Perishable food must be maintained at the required temperature. Hot food must be kept hot and cold food must be kept cold. No open flame is permitted, with the exception of Sterno pots. Hotplates, electric griddles and frying pans are not permitted.
- 8) Sponsors of Potluck Events are responsible for all cleanup after the event.
- 9) Potluck Events held in MUSC must be held in private offices or in any of 14 meeting rooms only. Potlucks in buildings outside of MUSC must have approval from the Department/Faculty Head. Attendance at Potluck Events shall not exceed the capacity of one bookable room.
- 10) Notwithstanding the allowance of Potluck events, it is important that these groups do so in a safe manner following the Provincial and Municipal regulations regarding safe food handling.

Appendix 3

Details for Approved External Food Providers for Events

1. The utilization of external caterers, vendors or restaurants is strictly prohibited.
2. McMaster University Catering Services may approve limited use at their sole discretion. All inquiries must be submitted through McMaster University Catering Services.
3. Inquiries will be reviewed/approved by the Senior Manager, Catering Services & Administration.
4. Groups must submit the following details with their inquiry:
 - a. Event name
 - b. Event organizer
 - c. Department/Faculty/Group
 - d. Main contact and contact information
 - e. Date of event
 - f. Length and time of event
 - g. Location of event
 - h. Expected number of attendees
 - i. Name of external organization being requested to supply food(s)
 - j. List of foods being requested to serve
5. Any approval for use of an external caterer, vendor or restaurant is subject to fees that McMaster University Catering Services will incur (ie: Onsite supervisor, union wage replacement, cleaning etc).