

Lycoming College Policy on Food-Related Events

Lycoming College has granted Parkhurst Dining the exclusive right to provide food for all scheduled food-related activities on campus. In their “risk management” role, Parkhurst has responsibility to ensure a reasonable approach to safe food handling and will review all requests for events serving food that is prepared or provided by individuals and/or organizations other than Parkhurst. If safe food preparation and handling cannot be assured, an event may not be allowed to take place.

A. Food Served in the Wertz Student Center

Lycoming Dining (Parkhurst Dining Services) has the exclusive right to provide food for all events that take place in Wertz; however, requests for exceptions for special food sales or food fundraisers, may be made for consideration via prior approval through the sales and solicitation process administered by the Office of the Vice President for Student Life and Dean of Students. As such, food prepared by an individual or an organization must be done in accordance with ServSafe® standards, and in making a request, the requestor must identify the kitchen in which the food will be prepared. Lycoming Dining will also review all such requests and determine if ServSafe® standards can be met and the kitchen to be used is a suitable location to prepare the food. If finally approved, the individuals preparing and serving the food may be required to undergo brief training to ensure proper ServSafe® standards can be met. The decision of Lycoming Dining is final.

B. Commercially Packaged Fundraisers/Food Sales

With prior approval through the sales and solicitation process administered by the Office of the Vice President for Student Life and Dean of Students and the approval of Lycoming Dining, student groups and organizations may sell commercially packaged food products from a known and safe source (ex: Dunkin Donuts/Krispy Crème). The decision of Lycoming Dining is final.

C. Meals Served On Campus Outside of the Wertz Student Center by On-Campus Entities

1. Lycoming Dining has the exclusive right to provide food for all on-campus events. However, the purchase of small quantities of prepared foods, not to exceed \$100, with College funds for on-campus events will be permitted (ex: coffee/donuts for office meeting, hoagies for student group, etc.). Any food provisions exceeding \$100 needs the approval of Lycoming Dining and the decision of Lycoming Dining is final.
2. College community-type meals served in spaces scheduled through the Office of Student Programs and Leadership Development must be approved by Lycoming Dining. Lycoming Dining will review all such requests and determine if ServSafe® standards can be met and the kitchen where the food is to be prepared is a suitable location to prepare the food. If approved, the individuals preparing and serving the food may be required to undergo brief training to ensure proper food safety standards can be met. Proper prior planning with adequate advance time may be needed in order to meet these requirements. The decision of Lycoming Dining is final.
3. If the event is approved, Lycoming Dining will either sell raw ingredients to groups or will approve any food donated. Additionally, Lycoming Dining will approve/monitor the process of delivery, storage, and preparation for any event, whether ticket sales are involved or not.
4. Lycoming Dining will train the group about the reheating, holding, delivery and the style of service. If equipment and additional support or supplies are required, Lycoming Dining will make them available at a charge to the group or organization.
5. Lycoming Dining may require the event to be overseen, at a cost to the event, by a culinary support person, who oversees the safe production and service of food.

D. Meals Served Outside of the Wertz Student Center Supplied By Local Vendors/Restaurants for Resale or Not.

1. With prior scheduling and approval from Lycoming Dining, consideration will be given, in support of the organization, to have a restaurant/local vendor serve a meal to be resold to the campus community if it can be shown that a culturally-specific or specialized cuisine cannot be provided by Lycoming Dining. Lycoming Dining reserves its right of first refusal in reviewing and approving such requests.

- 2 The organization making the request must contact Lycoming Dining at least 4 weeks in advance of the meal. The decision of Lycoming Dining is final.
- 3 Lycoming Dining requires, in advance of the event, a certificate of the restaurant's liability insurance and license to operate a dining facility. The insurance must include at minimum \$1,000,000 umbrella/excess liability coverage plus an additional \$1,000,000 in general liability coverage per event.
- 4 Lycoming Dining will either sell raw ingredients to groups or will approve any food donated. Additionally, Lycoming Dining will approve/monitor the process of delivery, storage, and preparation for any event open to the public, whether ticket sales are involved or not.
- 5 Lycoming Dining will train the group about the reheating, holding, delivery and the style of service. If equipment and additional support or supplies are required, Lycoming Dining will make them available at a charge to the group or organization.
- 6 Lycoming Dining may require the event to be overseen, at a cost to the event, by a culinary support person, who oversees the safe production and service of food.

E. Food Prepared by Students/Campus Departments/Organizations for Distributing or Selling to Other Students, the Campus Community and/or Public

1. Upon prior scheduling and approval from Lycoming Dining, student groups (generally International or philanthropic groups) will work with Lycoming Dining to prepare traditional/ethnic foods for events for the community.
2. Lycoming Dining will assist the group to extend recipes and create "shopping lists" for the volume of products and ingredients needed.
3. Lycoming Dining will address with the group issues related to reheating, holding, delivery and the style of service (ServSafe® practices) for the event.
4. Lycoming Dining will either sell raw ingredients to groups or must approve any food donated. Additionally, Lycoming Dining will approve/monitor the process of delivery, storage, preparation, and storage for any event open to the public, whether ticket sales are involved or not.
5. Events open to the campus community or public (either with a door charge to guests or not) which include the production of food offerings must occur in venues which can provide proper equipment for the safe production and holding of food. All locations must be reviewed and approved by Lycoming Dining.

F. Lycoming Dining Rates 2013-2014

Lycoming Dining welcomes the opportunity to discuss food opportunities with groups and organizations and to assist with the facilitation of events. If necessary to ensure proper preparation and storage of food, Lycoming Dining may require groups and organizations to have Lycoming Dining oversee the event to allow for safe production and service of food. Cost of Lycoming Dining staff and equipment will be determined on a case by case basis.

Rates for typical services include:

1. \$30/hr/person for culinary assistance;
2. \$20/hr/person for catering support person;
(ex: assisting with set-ups, supervision, direction, physical support, washing dishes);
3. \$5/chafing dish (\$2.50 for washing/handling and \$2.50 for sterno/fuel);
4. \$10 delivery fee round trip;
5. Dish/utensil charges available upon request;
6. Paper product charges available upon request. Non Lycoming Dining paper products may be used if the event is not catered by Lycoming Dining.