

**Title:** Guidelines for St. Olaf Events with Food  
**Effective Date:** 11/10/2021  
**Issuing Authority:** Vice President and Chief Financial Officer  
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## Purpose of Guidelines

The College's contract with BonAppetit grants them exclusive rights to provide food and beverages anywhere on the campus premises (with the exception of the Pause, College Bookstore and vending machines). The contract does permit informal or small groups to provide their own food for small events, such as classroom treats, office parties, department meetings and other small gatherings.

The intent of these guidelines is to clarify when BonAppetit catering services should be used and when small gatherings with food are permitted without using BonAppetit services. The guidelines are also intended to ensure food safety measures are in place to mitigate the potential risk of food sickness for events held at St. Olaf.

## Guidelines

### Formal Events Required to Use BonAppetit Catering Services:

- BonAppetit Catering Services should be utilized for any formal St. Olaf events and all events that include students or external constituents where any food items that contain potentially hazardous food (PHF) are being served. Potentially hazardous food is defined by the CDC as any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients (including synthetic ingredients) in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.
- If BonAppetit is unable to accommodate a catering request, an outside licensed food vendor may be considered, if approved by BonAppetit and the Finance Office.

### Food Permitted Outside of BonAppetit:

- Faculty/Staff are allowed to bring in food for small (75 or fewer people) and informal departmental gatherings where only faculty and staff are attending (no students or outside guests).
- Classroom treats or food for small events with students (75 or fewer people) is allowed, if the food is pre-packaged or non-perishable.
- Athletics Concessions are allowed to serve items such as pre-packaged foods, popcorn, hot dogs and precooked brats, following CDC guidelines for food safety. An individual in the Athletics Department should complete ServSafe Food Manager training, and ensure those working concessions are informed of and following safe food handling processes.

### Food at Student-Sponsored Events:

Events sponsored by registered student organizations involving food should be catered through Bon Appétit and require at least two weeks notice for planning purposes. A maximum of ten requests for the use of an outside licensed food vendor will be allowed for student organization events to provide ethnic foods to support diversity celebrations. These events must be open and accessible to the entire campus community. These requests must be submitted through the [Office of Student Activities](#) (OSA), and must

meet specific criteria established by the OSA. All requests to use an outside vendor must be approved by the OSA and proof of food service licensure must be verified before placing any external catering orders. For liability reasons, Bon Appétit is unable to assist with externally catered events. If the approved outside vendor is unable to provide catering service support, the organization must work with the OSA to determine a plan to maintain food safety standards.

Student organization events that involve food that fall outside of the ten approved events must order their catered food through Bon Appetit. Catering requests must be submitted a minimum of two weeks in advance of the event. Potluck events with food provided by students, staff, faculty, or others are not allowed on campus.

**Student Organization Fundraisers that Involve Food:**

Student organizations that wish to sell food as a fundraiser are able to do so. When held in Buntrock Commons, fundraisers involving food must occur in the Crossroads.

- Ready-to-eat food items can be sold with OSA approval and implementation of food safety measures as needed.
- If organizations wish to sell food that is prepared by the student organization, they must receive advanced approval from the OSA to ensure that food safety is maintained.
- Fundraisers involving hot food must be catered by Bon Appétit. If Bon Appétit cannot provide the food, the fundraiser cannot occur.