

## 7. Food Policy for On-Campus Events

Kansas State University has a long-standing policy concerning special or temporary events that involve serving food on campus.

A clear distinction is made between those that are a closed-group event, i.e., members only, office only, department only; and those sponsored by a university group but inviting "the public" to participate (campus, city, etc.). Events fully catered by purveyors licensed by the state of Kansas will be approved.

Those who are sharing food among themselves know who is responsible for the food preparation and must make their decision to participate accordingly.

When a group sponsors an open event, "the public" must reasonably expect their health and safety will be protected. Events open to the public with food prepared by individuals at individual locations will have a difficult time receiving approval.

**Policy** – Environmental Health and Safety would like to caution organizations about sponsoring open events involving the serving of food. Any event held on university grounds or in university buildings, whether admission is charged or not, is subject to the provisions of the Kansas Food Code, and must follow this policy and procedure. These regulations apply to all events.

**Procedure** – A food preparation plan must be submitted to the campus sanitarian for approval. Criteria for approval include the following:

- menu
- who is preparing the food
- how the food will be prepared
- where it will be prepared
- where it will be served and by whom
- how it will be cleaned up
- timeframe within which this will occur

The campus sanitarian will review the food preparation plan and determine if it meets the provisions of the Kansas Food Code. Special attention is given to the hazard of a particular food; sanitation procedures during its preparation; transportation and serving equipment available to maintain temperatures during preparation, transportation and serving.

All events will proceed only if approval has been granted by the campus sanitarian.

### Additional Requirements/Information

- Student orgs first need approval from their advisers to host a food-related event.
- Student orgs are highly encouraged to use a food vendor who has an account with the university. Please check with your department's business office for a current list

- Food charges are to be reasonable.
- When fewer than 20 persons are involved, a list of names and department affiliations must be provided for all attendees provided food.
- Food may be served only in buildings or locations approved by the division of facilities.
- [Additional guidelines must be followed for serving pizza and ice cream.](#)