



POLICY STATEMENT 60 FOOD SERVICE WITHIN LSU FACILITIES AND PREMISES

POLICY DIGEST

Monitoring Unit: Finance & Administration
Initially Issued: August 18, 1997

I. PURPOSE

To specify the terms and conditions under which food service may be provided within the facilities and premises of Louisiana State University and to define the respective missions of University departments providing food services.

II. DEFINITIONS

- A. **Campus Food Service Organization.** A department of the University organized for providing specified campus food services. These include University Dining Administration which administers Machine Vending as well as all other food services provided through a lease to Chartwells doing business at LSU as Campus Dining Services, the Athletic Concessions Office and the University Laboratory School Lunch Program.
- B. **Fixed Location Food Service.** The providing of prepared food and beverages to the general University community or to some specified segment of the University community at established food serving locations at regular, scheduled times.
- C. **Leased Premises.** Fixed Location Food Service locations leased to Campus Dining Service (Chartwells).
- D. **Professionally Catered Food Service.** The preparation and serving of food either within a Fixed Location Food Service unit or at a remote site on a pre-arranged basis by a caterer through a contract with a University department, student or employee organization or other group for a scheduled event. It does not encompass regular, scheduled food service.
- E. **Self-Catered Food Service.** The preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises.
- F. **Stadia/Arena Concession Food Service.** The preparation and serving of food for cash sale to persons attending events in University stadia, arenas and similar facilities.
- G. **Machine Food Service.** The vending of food and drink by machine only.

- H. Mobile Food Carts. The vending of food and drink from mobile food carts.
- I. School Lunch Program. The food service program provided only for students attending the University Laboratory School.
- J. Concierge Services. The serving of coffee, juices, milk, chips, pastries, and fruit as continental breakfast for hotel guests and as break snacks for program participants participating in programs in Pleasant Hall only.

III. GENERAL POLICY

The University reserves the right to determine the time, place and conditions governing all food service provided within all University facilities and premises whether provided for University departments, student or employee groups, other members of the University community or otherwise.

Administrative responsibility for all campus food services other than Stadia/Arena Food Service, School Lunch Food Service and Pleasant Hall Concierge Services is assigned to the Office of the Vice Chancellor for Student Services.

- A. Stadia/Arena Concession Food Service is assigned to the Athletic Department and includes event food concessions in all Athletic Department facilities as well as the Pete Maravich Assembly Center and the LSU Natatorium. The Athletic Department, through its food concessions operations, is authorized to cater special events sponsored by the Athletic Department and served in Athletic Department facilities and premises as well as the Pete Maravich Assembly Center and LSU Natatorium but excluding the Broussard Dining unit.
- B. Laboratory School Lunch Program is assigned to the University Laboratory School.
- C. Other Food Services are provided in the Greek houses, the religious centers, and the International Cultural Center which are authorized to prepare and serve food to members and guests provided that the food preparation area complies with all applicable local and state health, sanitation and safety standards.
- D. Professionally Catered Food Services within University premises and regardless of the source of funds may be provided only by caterers licensed by the University. The license shall require caterers to certify compliance with applicable health, sanitation and other requirements as well as provide insurance coverage for the benefit of LSU and such other parties as may be appropriate. A list of licensed food caterers is available from the LSU Purchasing Office.
- E. Self-Catered Food Services may be conducted outdoors, within facilities and premises not equipped for food service or which are not fixed location food services for the purpose of social interaction of members of the University community. A fund raising or other event at which a charge is made for attendance or for food may not be conducted as a self-catered food event. Such events require authorization of the Office of the Vice Chancellor for Student Services if principally a student activity and the Office of the Vice Chancellor for Finance and Administrative Services otherwise. Purchasing rules are to be followed in obtaining raw or prepared food products for a self-catered food event. LSU assumes no liability for individuals performing self-

catering but expects compliance with applicable health, sanitation and safety standards. Non-food service employees engaged in preparing food are cautioned that any legal liability they incur may not be covered by University insurance. LSU reserves the right to require indemnification and insurance naming LSU as an additional insured.

IV. CATERING OPERATING PROCEDURES

A. Catering by Campus Dining Services by Chartwells for \$500.00 or less, or within Leased Premises

Because Campus Dining Services by Chartwells has an exclusive right to provide dining services in the premises it has leased from LSU, they are considered a sole source for catering services within the leased premises. Leased premises for catering include: LSU Union, Faculty Club, Broussard Dining Hall, Highland Dining Hall, Laville Dining Hall, and Pentagon Dining Hall. Other leased premises include CEBA Area Restaurant, Foster Cafe, Laville Food Emporium, Union West Mini Mart and Snack Bars at Hebert Law Center, Student Rec Center, and Veterinary Medicine. In addition to the requirement to obtain approval under PS- 11, the following conditions apply to catering services purchased from Campus Dining Services by Chartwells, with LSU funds:

1. If the total cost of catering by Campus Dining Services by Chartwells is \$500.00 or less, competitive pricing is not required, regardless of where on campus the service is provided.
2. If the catered event is within the Leased Premises, competitive pricing is not required, regardless of cost.
3. Catered events within the leased premises, or other campus locations (where the total cost is less than \$500.00), may be arranged through University Dining Administration, which will provide for payment to Campus Dining Services by Chartwells, and bill the appropriate LSU department with an Internal Transaction form (IT).

B. Catering in Campus Locations Other Than Leased Premises

Inasmuch as Campus Dining Services by Chartwells is a private company, the purchase of catering services for campus locations, other than the leased premises for catering must follow general purchasing rules for dealing with caterers as follows:

1. Any use of University funds for entertainment as governed by PS- 11 must comply with PS- 11.
2. Only caterers who have been licensed by LSU in accordance with PS-60 may provide catering services within LSU facilities and premises. A list of licensed caterers is available from the Office of Purchasing.
3. University Purchasing Policy (BOP 19-1) prohibits any commitment to a caterer prior to the issuance of an official LSU purchase order, regardless of cost. (This does not apply to events arranged through University Dining Administration.)

C. Catering in Lod Cook Alumni Center

Although Lod Cook Alumni Center is not part of the University, catering services at the center which are paid from University funds, must follow purchasing rules for dealing with caterers as follows:

1. Any use of University funds for entertainment as governed by PS- 11 must comply with PS-11.
2. University Purchasing Policy (BOP 19-1) prohibits any commitment to a caterer prior to the issuance of an official LSU purchase order, regardless of cost. (This does not apply to events arranged through University Dining Administration.

Source: PS-60, Effective September 1, 1981.