

PNW CAMPUS FOOD AND BEVERAGE POLICY

Purpose

Provide clarity specific to food and beverage service at the Purdue University Northwest campus.

Policy

Food and beverages served in locations identified below must be provided by Chartwells Dining Services (989-2629). Chartwells shall have “first right of refusal” rights to provide Food Services for catered events, enabling an external food vendor to provide/deliver/setup at these locations, in which case, the external vendor is required to follow the regulations listed below.

- Alumni Hall (SUL 360)
- Student Union Library Building (SUL) Founders Study 358
- Room with a View (SUL 150, 150C, 150D, 150E)
- Student Union and Library (SUL Portico)
- Student Union and Library (SUL) 321
- Library Student Faculty Building (LSF) 144
- Library Student Faculty Building (LSF) 170 & 170A
- Library Student Faculty Building (LSF) 2 & 56
- Library Student Faculty Building (LSF) 114 Cyber Café
- Library Student Faculty Building (LSF) 171 & 172
- Library Student Faculty Building (LSF) 120 Coffee Central
- Dworkin Student Services & Activities Complex (DSAC) 1113
- Dworkin Student Services & Activities Complex (DSAC) 1179
- Dworkin Student Services & Activities Complex (DSAC) 1155
- Dworkin Student Services & Activities Complex (DSAC) 1163
- Dworkin Student Services & Activities Complex (DSAC) 1166

Chartwells maintains the right to select product lines to be offered except that Chartwells must abide by any pouring rights or exclusive rights granted to other licensees by agreement with PNW.

External Food Vendors:

If food is delivered and/or setup by an external food vendor, a current Certificate of Insurance (COI) is required with general liability limits of not less than \$1M, naming Purdue University Northwest and The Trustees of Purdue University as Additional Insureds. A copy of the COI must be received in the Office of the Assistant Vice Chancellor for Administrative Services prior to the day of the event.

- Only properly licensed vendors should be used.
- External food vendors may not utilize campus kitchen facilities to prepare food. If food is to be prepared on campus using vendor provided equipment, approval must be obtained from Facility Services to insure compliance with safety regulations.
- External food vendors must return the room/space to the condition provided.

Specific to Alcohol:

Any event where alcohol is to be served must be in full compliance with Purdue University Northwest’s Alcohol Policy.

Specific to Health and Sanitation:

To reduce the chance of food-borne illness, the requesting department or student group should:

- Purchase from a reputable licensed food service provider.

- Ensure the food service is supervised by an employee of the external food vendor.
- Ensure the food is maintained at an appropriate temperature until within two hours of consumption.
- Ensure the space/room where the food is consumed is thoroughly cleaned before and after the event.

PLEASE NOTE: Food and beverage prepared for an event is designated for consumption at that event. Health Department Regulations prohibit removing perishable leftovers from the event site for later consumption. Purdue University Northwest is not responsible for food items removed from the event.

Bringing Food and Beverage to Campus:

University employees or students may bring, without obtaining Chartwells permission, outside prepared purchased food or beverages to serve in areas other than those listed above. Example(s)...donuts and coffee brought in for a departmental staff meeting or pizza and soft drinks brought in for a student organization meeting. All leftover food and other waste should be properly disposed to insure that none is left in university buildings overnight and the space returned to the condition provided.

Facilities Room Reservations

Room reservations for the locations identified in this policy should be directed to PNW UniTime.

Please reference Chancellor's Internal Memorandum No. 559, "Special Purpose Facilities Reservation Policy" for specific details.

Approved by SLT...August 16, 2006
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