

**Santa Clara University**  
**Food and Beverage Service Policy**  
Revised September, 2007, Auxiliary Services

**Authorized Food/Beverage Provider**

There are two authorized food service providers for campus dining and catering: (1) Campus Dining Services and (2) Adobe Lodge offer food and beverage service anywhere on campus with the exception that each has the exclusive right to serve in their respective home building and adjacent outdoor patios. Campus Dining Services has the exclusive right to serve in and adjacent to Benson Memorial Center while Adobe Lodge serves all clientele in and adjacent to the lodge.

**Alcoholic Beverages**

Sale or service of alcoholic beverages requires the proper license from the State of California Alcohol and Beverage Control (ABC) Board. Any event where alcoholic beverages are provided (hosted or not) must be provided/served by either Campus Dining Services or Adobe Lodge. No person or entity may individually provide alcoholic beverages. Events planned through either Campus Dining Services or Adobe Lodge will ensure that the proper licenses are secured, and that service staff are properly trained in the service of alcoholic beverages. Please refer to the University's Alcohol Policy for complete information on the sale and service of alcohol.

**Food/Beverage Exceptions as applied to Recognized Student Organizations and Other University Entities**

There are four (4) contractually negotiated exceptions to the University Food and Beverage Service Policy. Exceptions apply only to University (Department and student organization) sponsored events. Non-University clients are not eligible for exceptions.

**Cultural fairs and events of the Multicultural Center-Housed Undergraduate Clubs**

An exception is allowed for MCC sponsored events wherein specific culturally authentic or ethnic food is envisioned as a program component, integral to the event, as opposed to a hospitality feature, such as refreshments. Student participation in the preparation and service of the food is also a component of this type of exception.

Each undergraduate student organization traditionally may receive one allowable exception per academic year. The undergraduate student organizations that have been accommodated in the past are Intandesh, Chinese Student Association, Asian Pacific Student Union, Barkada, Ka Mana'o O Hawaii, MEChA El Frente, Arab Cultural Society, Igwebuike, and the Vietnamese Student Association.

*Instructions:* An undergraduate student organization wishing to produce such an event is required to complete a Request for Cultural Program Food Service Event Form, submit it to their Center for Student Leadership Advisor.

All raw food products are to be purchased by Campus Dining Services paid for by the student organization. Each event will also require a \$50.00 refundable condition deposit by either check or SCU accounting distribution string. At the completion of the event, the condition of the room or rooms used must be returned to the condition they were in before the event. The \$50.00 deposit will be used to cover any additional charges incurred to return the room to the previous condition if required. Each hour of clean up will be charged at \$25.00. The completed request form and condition deposit are due to the Campus Dining Services General Manager no later than 30 days prior to the scheduled event.

For those groups requiring the use of the kitchen, participation is mandatory in a food-handling workshop conducted by Campus Dining Services. For food service safety and sanitation reasons, from the beginning of preparation through the close of the event a maximum of 15 students at a time will be allowed in the kitchen.

#### Guidelines for Kitchen Use:

- Closed toe rubber soled shoes must be worn at all times while in the kitchen.
- Long pants and shirts are required.
- Kitchen personnel will oversee proper knife handling & use of all kitchen equipment.
- No running or horseplay in the kitchen
- Lifting correctly is essential. Always bend your knees, get a firm grip, and lift with your legs. Do not lift over 25 lbs. without help.

#### Guidelines for Room Condition Post Event:

- All tables and chairs must be in original locations
- All décor items must be clean from all floors, walls, and ceilings.
- All window coverings not a permanent part of the room must be removed.
- All garbage must be removed and disposed of in the dumpster behind the Benson Memorial Center
- Any broken items must be reported to the Building Manager on duty.

### **Club Fundraising Bake Sales**

Recognized undergraduate and graduate student clubs and organizations sponsored by University Departments may reserve tables in the Benson Memorial Center Paseo, Lobby, or Plaza where they may sell baked goods to raise funds for club events. Table reservations are made through the Center for Student Leadership at 554-4745.

#### Four requirements apply:

- The bakery goods – cookies, cake, brownies, rice krispy bars, etc. – are made by the group members personally, not purchased at a bakery or supermarket or outside vendor and resold.
- No food product that has a required holding temperature be prepared for sales or given away.
- No beverage(s) may be sold or given away.

- Tables are to be reserved through the Center for Student Leadership, Benson Center, Room 1 (554-4745)

Note: Campus Dining Services is happy to work with University departments or student organizations who wish to have bake sales but may lack access to kitchens and ovens or time to bake. A “Bake Sale Package”, offering wholesales prices of an assortment of cookies, brownies, and bars in nibbler sizes, may be purchased by groups for resale in Benson Memorial Center. Contact Cheryl Hartzheim (551-1792) at least 7 days in advance to order your Bake Sale Package.

### **Donation of Food Products**

Raw food and beverage products may be donated directly to Campus Dining Services for use at an event providing these products meet acceptable specifications. Campus Dining Services will prepare the finished product and the sponsoring group will receive credit for the portion of the event cost represented by the raw donated product. The University does not allow the donation of prepared food for any University event. If your group wishes to receive donated raw product for an event, please contact Cheryl Hartzheim, CDS Catering Manager at 551-1792.

### **Internal Meetings**

For internal private meetings, which are not open to or advertised to the general public, with NO alcohol service, and for which food and beverage costs do not exceed \$50, the meeting leader may purchase non-university prepared food and beverages to offer at the meeting. Each University entity (University Department or Student Organization) that does this is expected to ensure that trash and debris are cleaned up by the group and not left for the building staff or the next group reserving the meeting space.

Beyond purchasing small meeting refreshments from outside entities, the University offers options to meet this need as well. Cellar market offers chilled soft drinks, chips, and other assorted products that are suitable for meeting refreshments. Campus Dining Services also offers budget-priced trays and options through its “Express Catering” menu. These need to be ordered in advance, but can be picked up at the Cellar Market on the meeting date. All Cellar Market purchases can be paid for using Resident Dining or Dining Plus points, Flex, cash, or credit card. To view tray options available, please review the catering menu online at [www.scu.edu/diningservices](http://www.scu.edu/diningservices) or contact Cheryl Hartzheim at 551-1792.

### **Departmental or Group Potlucks**

Over the course of the year especially around holiday times and other celebratory events campus departments, groups of departments, or other entities may host internal potlucks wherein the participants bring food prepared from home to share with colleagues or other group members. These events are private events exclusively for members or employees of the specified group and may not be held in spaces or meeting rooms commonly open to the campus for reservation. Alcohol may not be served unless supplied and served by one of the two campus catering organizations.

**Type of activity not permitted by policy and for which exceptions to the policy are not granted:**

- Purchase of food from an off-campus provider for resale on campus by a group in order to raise funds to support the group's budget.
- Contacting an outside caterer or food provider to provide food for a club or class event because the price is less expensive.

**Donation of Resident Dining Plan Points**

A maximum of once per quarter a Santa Clara University organization may undertake a campaign with students, faculty and staff for donations including donations from student Resident Dining Plans. A resident may donate per quarter up to a maximum of \$50 in dining points in a campaign at any Campus Dining Services register. Campus Dining Services will provide either the raw product for the charity to store or prepare meals for an event from the donation proceeds. The sponsoring organization is responsible for working with the ACCESS Card Office and Campus Dining Services to post appropriate campaign advertisements and arrange for the delivery of either the product or the meals to the designated location. If your group is interested in sponsoring a campaign for a charitable donation, please contact Nirmal Palliyaguru in the ACCESS Card Office at 551-1944.

**Contact Information**

**Santa Clara University:**

**Jane Barrantes**, Asst Vice President, Auxiliary Services and dining contract liaison, 554-5416, [jbarrantes@scu.edu](mailto:jbarrantes@scu.edu)

**Jonathan Gray**, Director, Center for Student Leadership, 554-4864, [jgray@scu.edu](mailto:jgray@scu.edu)

**Nirmal Palliyaguru**, Director, ACCESS and Conference Services, 551-1944, [npalliyaguru@scu.edu](mailto:npalliyaguru@scu.edu)

**Campus Dining Services**

Lori Flashner, CDS General Manager, 554-7804, [lflashner@scu.edu](mailto:lflashner@scu.edu)

Cheryl Hartzheim, Director of Catering, 551-1792, [chartzheim@scu.edu](mailto:chartzheim@scu.edu)

Michael Brinkman, Executive Chef, 554-2728, [mbrinkmann@scu.edu](mailto:mbrinkmann@scu.edu)

**Adobe Lodge**

Leslie Panion, Private Events Coordinator, 554-4931, [lpinion@scu.edu](mailto:lpinion@scu.edu)

Anne Mayle, SCU Event Manager, 554-4059, [amayle@scu.edu](mailto:amayle@scu.edu)

**Santa Clara University  
Request of Cultural Program Food Service Event  
Contract Authorized Exception**

This form is to be completed and submitted to the Campus Dining Services General Manager a minimum of 30 days prior to the event.

Name of the Undergraduate Recognized Student Organization:

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Event Name : \_\_\_\_\_

Event Date: \_\_\_\_\_ Location(s): \_\_\_\_\_

Description of event including culture to be the focus of event activities: (Describe activities that will take place at the event and how the culture will be presented.)

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Is this a fund-raising event? Yes \_\_\_ No \_\_\_ Estimated Attendance: \_\_\_\_\_

Will there be a charge for admission to the event? Yes \_\_\_ No \_\_\_ Amount \_\_\_\_\_

Does that charge include food? Yes \_\_\_ No \_\_\_ If not, how will the food be sold and what will be charged for the food? \_\_\_\_\_

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A \$50 deposit is required which will be used to offset event clean up costs if the venue(s) utilized are not left in the same condition at the end as before the event started.

Organization's Accounting Distribution String \_\_\_\_\_

Who will prepare the food? \_\_\_\_\_

Where will the food be prepared? \_\_\_\_\_

Will all food preparers attend a Campus Dining Services workshop on food handling and preparation? \_\_\_\_\_. How many will attend? \_\_\_\_\_

Please also submit a Food Service Approval Form to the Catering Office in the Benson Center or the Catering Office in Adobe Lodge as appropriate.

Signature of Event Organizer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone # & email address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Center for Student Leadership Advisor signature: \_\_\_\_\_

