SUMMARY:
Coastal Carolina University is dedicated to providing a safe and healthy environment for its campus community and guests. The purpose of this policy is to provide safety and sanitation controls for the handling, preparation, and serving of foods by any department, organization, or individual on University property other than the University Dining Services Contractor.

POLICY:

I. SCOPE

This policy applies to all operational areas or property owned or operated by Coastal Carolina University and to all staff, faculty, students, University-affiliated organizations, and guests of the University. It also applies to all food preparation and service at University-sanctioned events. University-sanctioned events may include, but are not limited to, summer camps, athletic events, holiday celebrations, fund-raisers, special University celebrations, and other University-related functions whether open to the public or not.

II. DEFINITIONS

Unless otherwise clearly indicated by context, the following definitions are offered for certain terms utilized in this policy:

A. “Caterer/Purveyor”: an individual or organization whose business is to prepare and/or provide food, supplies, and/or service for gatherings, and that is under the inspection authority of a federal, state, or local health department.

B. “Dining Services Contractor”: the current vendor managing the University’s food service operations under an awarded contract obtained through the bid processes stipulated by the South Carolina Consolidated Procurement Code.
C. “Fund-raiser”: an event for the benefit of an organization exempt from state gross income tax under applicable legal authority at which food is offered for sale without meeting the requirements of state or local food regulations provided that:
   1. members of the organization prepare the food to be sold; and
   2. the name of each member who prepared the food item is attached to the container in which the food item has been placed.

D. “SCDHEC”: South Carolina Department of Health and Environmental Control.

E. “University”: Coastal Carolina University and properties thereof.

III. APPLICABLE REFERENCES/STANDARDS

Public food service within the State of South Carolina is regulated by the SCDHEC Division of Food Protection. This safety policy is established in accordance with the South Carolina Code of Regulations 61-25 – Retail Food Service Establishments.

IV. GENERAL POLICIES

A. Exclusivity of Dining Services Contractor

Coastal Carolina University has an exclusive contract with its Dining Services Contractor to operate all licensed health-inspected food preparation facilities, to provide all food service on campus, and to maintain the sole license for alcoholic beverages served on campus. Pursuant to that contract, the University requires that the Dining Services Contractor provide all food service on campus for any and all functions at which food is served, unless it declines to do so, or if an exception is granted pursuant to this policy.

B. In accordance with State law and University Policy and Procedures, the service of alcoholic beverages on campus is restricted to official events sponsored by the University and approved by the President, or as allowed within the University’s Alcohol and Drug Policy. All alcoholic beverages consumed and/or served on University-owned, managed, or affiliated properties must be provided and served on a complimentary basis, and only by the University Dining Services Contractor. All entities that have received donated alcohol for their events that is to be served and/or consumed on University-owned, managed or affiliated property must obtain all appropriate licensing required per state and federal regulations.

C. Activities being held on campus by outside, non-University-affiliated groups or organizations must use the University Dining Service Contractor. This includes groups securing space or services from University departments which regularly provide services to outside groups.
D. As applicable, authorization to utilize University space must be appropriately secured separately through University Conference Services.

E. Seafood or shell stock in any form may not be served except through the University Dining Service Contractor.

F. The completion and approval of a University Food Expense Justification Form does not substitute for or preclude the requirements of this policy.

G. This policy does not apply to:

1. Individuals bringing food on campus for personal, individual consumption, or having food delivered to their office or residence hall room for personal, individual consumption;
2. Office/department parties (e.g., retirement, holidays, birthdays, employee recognition, or other by-invitation-only events) not paid for with University funds, as long as the food is being brought from home or purchased off-campus, and the party is not being catered by an outside vendor;
3. Prepackaged snacks that include cookies, nuts, chips, mints, candy, and/or soft drinks (punch, orange juice, cola, etc.) for on-campus University departments or activities, or for members and invited guests only of registered student organizations at closed meetings; and
4. Sale of food for fund-raising activities, as long as all requirements of the University Student Organizations Fundraising Policy are met as found at the Office of Student Activities and Leadership Forms, Documents, & Resources web page. Such sales are limited to bake sales, candy sales, etc., where the items are individually wrapped, pre-packaged, or sealed. Items that must be heated prior to consumption may not be sold unless they are prepared by the University Dining Services Contractor. The items may not be solicited door-to-door in office facilities or in classroom buildings.

H. Event organizers who are unsure whether this policy applies to their event should contact the Coordinator of Risk Management.

V. COMPLIANCE PROCEDURES

In order to plan an event that is in compliance with this policy, food service arrangements must be made by the organizer in the following manner:

A. Employ the University Dining Services Contractor for the event; or
B. At least fifteen (15) days prior to the event, complete a Request for Exception to the University Food Policy available at University Forms under the heading “Risk Management” or from the Office of Student Affairs; obtain acknowledgement and
approval from the University Dining Services Contractor; and submit the form for final approval to the Coordinator of Risk Management; and

C. Employ another caterer/purveyor who meets the requirements of SCDHEC. It is the responsibility of the caterer/purveyor to fulfill the licensing requirements of SCDHEC and to obtain such licensure prior to the event. (Retail Food Establishment Permit)

In the event of use of a local SCDHEC-approved retail food establishment, the event organizer need only obtain the acknowledgement and approval of the University Dining Services Contractor and ensure that the requirements of Section VI.B. are met.

VI. EXCEPTIONS

A. General

1. Exceptions to this policy shall only be considered in cases where the University Dining Services Contractor declines to provide food services and where a Request for Exception has been properly submitted, as outlined in Section V. B. above.

2. Only on-campus University departments, activities, registered student organizations, and other recognized University-affiliated groups or organizations may request an exception to this policy.

3. The Vice President of Finance and Administration or designee may permit other exceptions as necessary in cases including, but not limited to, holidays and weekends when food service facilities are closed, and/or when the University Dining Services Contractor declines to provide food service.

4. No off-campus purveyor or caterer may deliver and/or serve food on campus unless an exception is approved in accordance with these guidelines.

B. Requirements

If an exception to this policy is granted, the following requirements and conditions must be met:

1. The approved purveyor or caterer must be licensed and subject to SCDHEC regulations;

2. The approved purveyor or caterer accepts liability for the event and provides proof of insurance which meets University specifications to, or has a current certificate of insurance on file with, the University Office of Risk Management prior to commencement of services;

3. The event does not have an admission charge;

4. Absolutely no alcohol is served at the event;

5. No food service equipment belonging to either the University or to the University Dining Services Contractor may be utilized;
6. No assigned food service space may be utilized, unless approved by the President or his or her designee;

7. If soft drinks and/or water are served by the purveyor or caterer, it would be preferable if the beverages are from the line of products produced by the current University beverage vending contractor;

8. In the case of donated food:
   a. The food must be from a licensed purveyor or caterer subject to SCDHEC regulations;
   b. The food must be prepackaged; and
   c. The food must be able to be stored at room temperature without spoilage.