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, fundraisers, special University celebrations and other University-related functions whether open to the public or not.

II. DEFINITIONS

Unless otherwise clearly expressed in this policy, the following definitions apply 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. Fundraiser: 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. SC DHEC: 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 SC DHEC 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
   1. 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.
   2. 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 unless 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 served on University-owned, managed or affiliated properties must be provided and served only by the University Dining Services Contractor. If donated alcohol is to be served and/or consumed on University-owned, managed or affiliated property at an event, all appropriate licensing required per state and federal regulations must be obtained.

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 that regularly provide services to outside groups.

D. Authorization to utilize University space must be appropriately and secured separately through Scheduling and Space Management.
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 Coastal Carolina University Expense Reimbursement neither substitutes for, nor precludes, the requirement 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 his/her office or residence hall room for personal, individual consumption;
   2. Office/department parties (e.g., retirements, holidays, birthdays, employee recognition, or other by-invitation-only events) where food is:
      a. not purchased directly with or reimbursed from University funds,
      b. not being catered by an outside entity or group, or
      c. brought from home.
   3. Prepackaged snacks (e.g., 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; or
   4. Sale of food for fundraising activities, as long as all requirements of the Fundraising – Student Organizations policy (STUD-CLSE 308) are met. 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 events 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:
   1. complete a Request for Exception to the University Food Safety Policy Form, which is available on the University Forms webpage under the heading “Risk Management”;
   2. obtain acknowledgement and approval in writing from the University Dining Services Contractor;
   3. and submit the form for final approval to the Coordinator of Risk Management; and
4. Employ another caterer/purveyor who meets the requirements of SC DHEC. It is the responsibility of the caterer/purveyor to fulfill the licensing requirements of SC DHEC and to obtain such licensure (Retail Food Establishment Permit) prior to the event.

5. Attach a copy of the approved Request for Exception to the University Food Safety Policy form to the Food Expense Justification that is turned into Accounts Payable if University funds are being used.

C. All food purchases made with or reimbursed by University funds must comply with all applicable University policies including Expenditures (FAST-204) and Travel-Authorizations and Reimbursement (FAST-201).

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 paragraph V.B. of this policy.

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 Auxiliary Enterprises or designee may permit other exceptions as necessary in cases including, but not limited to, holidays 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 SC DHEC regulations.

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

3. A copy of the approved exception request form is attached to the Food Expense Justification and turned into Accounts Payable.

4. The event does not have an admission charge.

5. No alcohol is served at the event.

6. No food service equipment belonging to either the University or to the University Dining Services Contractor may be utilized.
7. No assigned food service space may be utilized unless approved by the Vice President for Auxiliary Enterprises or designee.
8. If soft drinks and/or water are served by the purveyor or caterer, it is preferred that the beverages are from the line of products offered by the current University beverage vending contractor.
9. In the case of donated food:
   a. The food must be from a licensed purveyor or caterer subject to SC DHEC regulations;
   b. All appropriate licensing required per state and federal regulations must be obtained;
   c. The food must be stored at proper temperature by the purveyor or caterer.