

## **University Food, Beverage, & Alcohol Policy Exceptions Guidelines**

The University Food, Beverage, and Alcohol Policy requires that all food, including snack items, beverages, and alcohol must be purchased from the Dining Services Contractor (CCU Food Crew) for events in all University facilities and for all University sponsored events (including fundraisers) unless an exception is granted.

In order to receive consideration for a University Food, Beverage, & Alcohol Policy Exception, a University Food, Beverage, and Alcohol Policy Exception Form must be completed and submitted at least 15 days prior to the intended start date of the event. A formal exception approval must be received from Auxiliary Enterprises before the outside food, beverage, and alcohol is procured and/or donated.

Auxiliary Enterprises and CCU Food Crew work to be good partners with University departments and registered student organizations. In doing so, these guidelines have been developed to provide guidance for conditions under which exceptions are granted.

### **An exception is not needed for:**

- I. Individuals bringing food on campus for personal, individual consumption, or having food delivered to their office or residence hall room for personal, individual consumption;
- II. Office/department celebrations (e.g., retirements, holidays, birthdays, employee recognition, or other by-invitation-only events) where food and beverage 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.
- III. Sale of food and beverages for fundraising activities, as long as all requirements of the Free Speech, Solicitation, and Promotional Events (UNIV-477) policy are met.
  - a. Such sales are limited to bake sales, candy sales, etc., where the items are individually wrapped, pre-packaged or sealed.
  - b. Items that must be heated prior to consumption may not be sold unless they are prepared by the University Dining Services Contractor.

### **Donated Products**

Sponsors may be contacted to provide donated products to be distributed as part of an approved event on campus. The following must be true in order for an exception request to be considered when utilizing donated products:

- I. The food and/or beverage must be from a licensed purveyor or wholesaler.
- II. The items must not violate any University licensed or sponsorship agreements.
- III. If the donated items are alcohol, all appropriate licensing required per state and

federal regulations must be obtained. The donated alcohol is still required to be served by CCU Food Crew.

### **Requirements for Consideration for Exception**

- I. Food and beverage must be provided by a licensed food service operator.
- II. Soft drinks and water provided by the licensed food service operator must be from the University's contracted beverage vending and pouring rights provider's line of products or a non-competitor.
- III. A complete list of products being prepared and distributed must be provided.
- IV. Products must not violate any University licensed or sponsorship agreements.
- V. Access to CCU Food Crew kitchens and prep spaces are prohibited. All products must be prepared at the licensed food service operator's location and safely transported and delivered to the location of the event.
- VI. The host organization of an event is responsible for maintaining food and beverage safety, which includes delivery, storage, service, and clean-up of the food and beverage.
- VII. Service of alcohol must be in accordance with State and Federal law. The alcohol is still required to be served by CCU Food Crew.
- VIII. The proposed licensed food service operator must provide proof of insurance through the issuance of a Certificate of Insurance (COI) demonstrating the coverages and limits specified below and naming Coastal Carolina University as an additional insured to its General Liability and Employer's Liability insurance policies.
  - a. The following insurance is required with the listed minimum limits of liability:
    - i. Auto Liability: \$1,000,000 CSL (including owned, non-owned, and hired vehicles)
      1. Not required if vendor is not driving on campus
    - ii. General Liability: \$1,000,000 CSL per occurrence/aggregate
    - iii. Workers' Compensation: Statutory
      1. Not required if vendor is sole proprietor with no employees
    - iv. Employer's Liability: \$250,000/\$500,000/\$250,000
      1. Not required if vendor is sole proprietor with no employees
  - b. The following should be included indicating the University as additional insured:
    - i. Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns, and students, is added to this policy as an additional insured.

### **Restrictions**

- I. No food service equipment belonging to the University or the University Dining Services Contractor may be utilized.
- II. No assigned food service space may be utilized unless approved by the Vice President

for Auxiliary Enterprises, or designee.

- III. All alcohol must be served by CCU Food Crew.