



POLICY STATEMENT

NO. 3.09.01

COORDINATED BY: Business Affairs Office and Student Affairs Office

EFFECTIVE: December 16, 1991

REVISED: July 1, 2014

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<http://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/3.09.01.pdf>

SUBJECT: Serving and Consumption of Food and Beverages on the Campus of LSU Shreveport

I. PURPOSE

To affirm the University Policy for the preparation, service, and sale of food and beverages on the campus of LSU Shreveport at both public and private campus events.

The serving/dispensing of food and beverages carries with it legal responsibility for complying with all applicable licensing, public health, and safety laws and regulations.

It is necessary, therefore, to regulate such activities to protect both the university and the individuals serving/dispensing food and beverages from penalties and/or legal liability.

II. GENERAL POLICY

A catering company that is fully licensed and insured, as required in university policy statement 3.25.00 (insurance policy), with all rights and privileges to operate in the City of Shreveport, Parish of Caddo, and State of Louisiana, may provide food services for events held on campus; however, any such provider must be approved in writing by the university in advance.

Food and beverages prepared by an outside or off-campus food service provider must be approved at least 30 days in advance of the event at which it is scheduled to be served.

III. DEFINITIONS

- A. Catering: Any preparation and/or serving of food and beverages at any function not included in the normal daily food service operation of the university.
- B. Departmental Party: An occasional activity where only light refreshments are served, which is sponsored by a university department for persons employed within that department and held within that department's office or reserved university facility (example: birthdays, anniversaries).

IV. DONATIONS

Donations of food and beverages cannot be accepted by the university without the prior written consent of the Vice Chancellor of Business Affairs because of added liability due to lack of control in the preparation of food products at off-campus locations. If a donation of food and/or beverages is to be accepted for an event, all approvals, insurance, and licensing requirements will apply to the donor.

The university reserves the right to evaluate and refuse proposed donations on a case by case basis. Donations of alcohol will not be accepted.

VI. PROCEDURE

A. Catering for events in the University Center

- 1) All events in the University Center must be scheduled through the University Center Office. To schedule an event, please call 318-797-5393.

B. Catering in other campus buildings

- 1) All events on-campus must be scheduled in advance. To schedule an event in an academic facility, please contact Continuing Education at 318-797-5311.

C. Catering for events using LSU Shreveport budgeted funds

- 1) Submit a completed special meals request document prior to the event for approval.
- 2) Follow all procurement rules and regulations.
- 3) Follow LSU System PM-13.

VII. IMPLEMENTATION

The requirements outlined in this policy will be effective July 1, 2014.

VIII. REQUEST FOR EXCEPTIONS TO POLICY

Any waiver of requirements must be with written consent of the Vice Chancellor of Business Affairs for good cause and provide adequate quality controls are in place.

AUTHORIZED:

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