GUIDE TO CATERING AND FOOD SERVICES
for UO Student Groups
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University Catering and EMU Food Services are committed to helping UO student groups plan their dining events. Special arrangements and preparations can be made to accommodate cultural events.

This information will help student groups acquire and provide food services for events on campus in a healthful manner that will meet the campus catering policy and minimize the risk of food-borne illness.

Catering and Food Service Policy

Student groups planning to serve food on campus to the campus community or general public are required to follow the campus catering policy: policies.uoregon.edu/ch4a.html

The campus catering policy serves several important purposes. It helps to protect the community by ensuring that foods served on campus are prepared in a commercially licensed kitchen by certified staff. It protects the University of Oregon by requiring that food providers on campus have adequate liability insurance. Home prepared foods may not be served to the campus community or general public on campus.

Catering and Food Service Policy Applies to:
- Preparation or service of any food or beverage not listed below
- Individual portions of cake, pies, or bread
- Any beverage dispensed with ice

Catering and Food Service Policy DOES NOT Apply to:
- Pre-packaged foods such as potato chips, pretzels, crackers and cookies
- Candy, cotton candy, peanuts, or candied apples
- Commercially packaged ice-cream, pickled products, jerky, or nuts
- Coffee and tea (with non-perishable creamers), canned or bottled pop (without ice)
- Closed events limited to only department-affiliated individuals where food is not intended to be served or sold to the campus community or general public (e.g. a department potluck lunch limited to staff and not open to family, friends, or students)
Options for Campus Events with Food

- Use University Catering
- Hire another licensed caterer (requires a University Catering waiver*)
- Solicit food donations from a licensed facility or caterer (requires a University Catering waiver*)
- Prepare foods in an approved kitchen on site. (requires coordination with the EMU Food Services staff and food handler permits**) See Attachments.

**TIP:** It is important to accurately calculate all the many services a caterer does provide including linens, plates, glassware, staff, clean up, etc., to get a true picture of the cost/benefit of using a professional caterer.

Need Help?

Contacts to help answer your questions about food services on campus:

**University Scheduling:**
Scheduling of university facilities and EMU kitchens
541-346-6000

**University Catering:**
Planning for events and special menus
Grace Godfrey, University Catering sales manager
541-346-2555

* See University Catering website for waiver: catering.uoregon.edu
** See enclosed form on page 4–5
Terms and Conditions for
Student Group Use of EMU Kitchen

1. You must first make your event and space reservation with UO Scheduling and Event Services, then bring your reservation copy to EMU Food Services.

2. Your reservation for use of the EMU Food Services kitchen must be made at least six weeks in advance of your event, and that process can begin in the EMU Food Services office, Room 135, on the main floor of EMU (adjacent to Subway); 541-346-3718. Ask for Cynthia Beliuunas.

3. Cultural Dinners can only be held on Saturdays or Sundays, and only one student organization can schedule a Cultural Dinner on any given weekend. Your organization can schedule only one such event per year.

4. The EMU Kitchen and supervising staff are not available on the following dates during Academic Year 2011-12: any Friday; intersession; November 24, 25, 26, 27; January 7, 8, 9, 13, 14, 15, 16; February 5; March 17, 18, 24, 25, 31; April 1, 8; May 13, 26, 27, 28; commencement.

5. The EMU Kitchen is available for these events in the following combination:

   Your group can reserve these time slots:
   o Saturdays from 10:00 a.m. to 10:00 p.m.
   o Sundays from 10:00 a.m. to 10:00 p.m.

6. You will need to deliver to the EMU Food Services office a Purchase Order, in the amount of $500.00, six weeks in advance of your event. This purchase order will hold the kitchen for your use and go toward total payment due EMU Food Services. Total fees will be detailed for you as you make your reservation.

7. As you begin to work on your event with EMU Food Services, we will expect to have one person from your group function as main liaison with food service. You may have adult advisors in the kitchen. However, only currently registered students may physically perform any task.

8. Your kitchen rental fee is based on covering the costs to EMU Food Services of supervision, utilities, use of equipment, and the use of towels, sanitary gloves and hairnets, aluminum foil, plastic wrap, cleaning supplies, aprons, etc. Tablecloths, linens, and disposable service ware (plates, utensils, napkins, and cups) made of recyclable materials may be provided as an extra charge, at our costs.

9. Kitchen Use Fees:
   o $250.00 minimum fee, for one or two days/night, plus
   o $125.00 fee for a third day/night, plus
   o Supervisor fee is $20.00 per hour, to be charged at no less than 5 hours per day; any use of the kitchen beyond 10:00 p.m. will be charged at $30.00 per hour
   o Cancellation fee: $50.00 per day
   o Loss of equipment/supplies = cost of replacement
   o Final payment to EMU Food Services is expected within 30 days of billing

10. If your event will require cloth napkins and/or table covers, those can be ordered for you by EMU Food Services. We will need to place any such order two weeks in advance of your event, and that expense will be billed to your organization.

11. At least six people who will be working in the kitchen for your event must have current Oregon Food Handlers’ cards and we must have copies before your event takes place. Our staff can help you obtain these cards. The charge per card is $10.00.
12. A tour of the EMU kitchen with at least six of your volunteers must happen a week before your event. This tour will familiarize your volunteers with the equipment and organization of our kitchen, and help make your event a success.

Since the EMU kitchen is not a catering kitchen we might not have all the equipment you want to use. For example, we have no rice cookers, so you might have to bring your own.

13. A detailed menu outline and the number of guests to be served must be provided to the staff of EMU Food Services several weeks before your event. This will enable us to make sure we have the equipment necessary to prepare your food. You will also need to provide EMU Food Services with a waiver from UO Catering, allowing you to provide your own food.

14. If you wish to bring purchased food to the EMU kitchen on Friday, that may be done only between 3:00 p.m. and 5:00 p.m. on Friday. We can store your perishable and dry storage goods until you are ready to use them.

15. Only UO enrolled students are eligible to work in the EMU kitchen during these events.

16. Student groups are responsible for returning all EMU Food Services equipment to our kitchen the night of their event. Your group will be charged replacement or repair cost for any missing or damaged equipment.

17. The UO does not allow the use of ANY Styrofoam containers.

18. The EMU Food Services staff who will be supervising your kitchen use are trained food service professionals and are interested in making sure your volunteers work safely and your guests enjoy properly prepared food. Please listen closely to their advice and follow their instructions.

19. Daily cleaning of the kitchen: your group must stop food prep and focus on cleaning the kitchen each night at 8:00 p.m. It will take at least 10 volunteers two hours to complete the cleanup by 10:00 p.m. This is particularly true the night of your dinner. This has been a problem in the past and if your group runs late, EMU Food Services will put your organization on probationary status for future kitchen use.

20. No more than 20 volunteers in the kitchen at one time.

21. It is the goal of our department to help your group put on a safe and successful cultural experience for your guests. To facilitate that we will ask each student group to complete a short evaluation of our services to you. Please fill out and return that survey to us so we can try to serve you better.

Name of Student Group (please print neatly)

______________________________   __________________
Student Group Representative Name   Date (mm/dd/yyyy)

______________________________   __________________
EMU Food Services Representative Name   Date (mm/dd/yyyy)
Frequently Asked Questions

Our event is of a religious and/or cultural nature that requires foods prepared in a specific manner. Can University Catering prepare foods given our needs?

University Catering is well-versed in many preparation methods. The staff can work with you to develop exactly the menu you have in mind. If you find that University Catering cannot provide what you need then several alternative options are available, including hiring another caterer, soliciting donations from a licensed facility, or preparing food in the EMU kitchen with supervision. These options require the completion of the University Catering waiver form to provide appropriate documentation of the licensed facility and proof of insurance from the caterer that you intend to use or coordination with the EMU Food Services staff** to use their facilities. Plan ahead and allow ample time to complete these steps.

I have a friend/family member who prepares a dish that is unique to our event. Can I use them to prepare the food?

Possibly. Here are some steps you would need to take:

Contact EMU Food Services to see if you can use their kitchen to prepare the foods. This typically requires you to pay for a staff member to supervise but is a low-cost method to gain access to a commercial kitchen. Students can then prepare the foods under supervision; however, non-students are not allowed to work in the kitchen.

Caterers are too expensive, what if we can’t afford them?

You may know a local restaurant owner who can provide the type of foods you need in a commercial kitchen at a reduced cost. They would simply need to provide a current copy of their catering license and an insurance rider listing the UO as insured. Most businesses can get an insurance rider added to their business insurance at a reasonable rate.

Again, don’t forget to calculate all the many services a caterer does provide including linens, plates, glassware, staff, clean up, etc., to get a true picture of the cost/benefit of using a professional caterer.

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** See enclosed form on page 4–5