

# REQUEST FOR EXCEPTION OF FOOD

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF BUSINESS OPERATIONS AND AUXILIARY SERVICES

**RESPONSIBLE OFFICE:** OFFICE OF BUSINESS OPERATIONS AND AUXILIARY SERVICES

## I. POLICY STATEMENT

To promote safe preparation, handling and distribution of foods consumed on the Northern Kentucky University Campus and/or prepared on campus for consumption off of the primary campus in Highland Heights, Kentucky. This policy also reflects the current contractual agreement with Chartwells Higher Education Group for the rights to provide exclusive service for the University.

1. All food prepared and/or served in campus dining facilities, public food serving areas, conference facilities and all other building and grounds shall be under the control of the University Dining Services; Chartwells at Northern Kentucky University, except:
  - food prepared and/or served in residential hall rooms which have been equipped for food preparation and consumption as part of the room design and lease arrangement between the University and student.
  - food prepared and/or served as part of a University sponsored athletic function where athletics is responsible for operation of the concession activities.
  - food consumed in University housing by residents, their family members, and invited guests.
  - food served as part of an individual office/unit "pot luck" function; (permanent approved exceptions are "Benevolent Fund Soup Lunch" "Homecoming Chili Cook-Off" "International Pot Luck Dinner" "Soul Food Fest")

2. University Dining Services personnel shall not handle food which was not purchased by the University Dining Services.

3. The University Dining Services, at its discretion and after consultation with the Director of Business Operations, may refuse to provide food for take-out if there is a reasonable concern that the food will not be properly handled, prepared or distributed upon leaving the premises.

4. Recognized University organizations, student organizations and other groups wishing to sponsor activities at which food will be served, sold or distributed on campus must obtain approval, a minimum of (5) business days prior to the scheduled event, from the "Director of Business Operations" or his/her designee, except in the following circumstances:

- "fund raisers" (e.g. bake sales, candy sales, etc.) by residence hall students in University Housing. Approval is granted by the Office of University Housing.
- "fund raisers" (e.g. bake sales, candy sales, etc.) conducted by registered student organizations, specifically approved by the "Office of Student Life" and scheduled through the Student Union.

5. Any University Department, office or organization requesting to sponsor activities at which food is served or sold must obtain written authorization from the "Director of Business Operations" a minimum of (5) business days prior to the date of the scheduled event. This is necessary as Chartwells, the university food service provider, has "1st Right of Refusal" on all food service events.

6. Regional campus centers, (Grant County, Covington Campus, Airport Campus), may utilize properly licensed and Health Department certified vendors. All food being served or sold must comply with the Northern Kentucky Health District regulations including certified "Serve-Safe" employees.

7. Cooking, (e.g. grilling, deep frying, etc.) on University property is discouraged but if allowed must conform to the following University and safety regulations:

- Eligibility - must be a University Administrator, Faculty, Staff, Student or your group must be officially registered by the University.
- Event must be officially scheduled through the proper scheduling agency based on campus location of event.
- ["Request for the Exception to the Food Policy"](#) (a minimum of (5) business days in advance of the event) must be submitted and approved by the Director of Business Operations.
- Event must conform to all applicable safety regulations.
- Event must conform to all "Northern Kentucky Health District" regulations.

8. Requests for exceptions, based upon one time unique events, not intended to constitute a business nor any form of competition with the Northern Kentucky University Dining Services, must be submitted to the Director of Business Operations (10) business days prior to the event for review and approval. Events where food is to be sold will be required to display a Food Handlers Permit" as well as a "Business License" issued by the Northern Kentucky Health district. Forms requesting an exception may be obtained-via- the business operations web-site or by calling Business Operations at 859.572.5575.

**This policy is not intended to cover food and beverages purchased and/or prepared by individuals for personal consumption.**

## II. ENTITIES AFFECTED

All Faculty, Staff, Students, Campus Guest, and Visitors

## XII. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

Chartwell's Contract

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	