



Outside Food Safety Policy

This policy pertains to student organizations or departments planning to serve outside food at events on campus. For the purposes of the policy, food is defined as any solid nourishment that is intended to be eaten. Sacred Heart University requires that food purchased or donated for events be provided by a licensed food provider, and served in compliance with the policy outlined below.

Events with Food

Student organizations and departments wishing to serve outside food at their event must first obtain written approval from, Chartwells, the University's contracted food servicer. If approval is given, the student organization/department must then obtain the following from the outside food provider:

1. Copy of Food Handling License (required)
2. Certificate of Insurance evidencing Commercial General Liability with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, Auto Liability with a minimum limit of \$1,000,000 per accident covering owned and non-owned vehicles, and Workers' Compensation in CT statutory limits for food servicer's employees (required)
3. Written acknowledgment that the outside food provider will serve the food they have prepared and handled on campus (required)

Student organization must submit copies of all documentation to Student Activities Office before to the day of event. Student Life will maintain all documentation for review by the Risk Manager upon request. Departments must submit copies of all documentation to the University Risk Manager prior to the day of the event.

Prohibited Events

Sacred Heart University strictly prohibits student organizations and departments from planning the following activities:

- Eating or Drinking Contests
- Direct Sale of food or beverages
- Bake Sales or Potlucks

Fundraisers with Food

Student organizations wishing to fundraise with commercial food must:

- Obtain prior approval from the Student Activities Office before advertising and advanced sales.
- Arrange for the advanced sale of food items.
 - Doughnuts by the box, candy, pies, popcorn, etc. are permitted
 - Contact Student Activities for approval of other food items
- Ensure items are commercially packaged, sealed, and contain a full list of ingredients.