

**CAMPUS CATERING
&
FOOD POLICY**

9-14-2021

UW-La Crosse has an exclusive Dining Contract for providing manual food service for the campus. Manual food service means providing snack bars, dining venues, and catering for all university buildings.

Excluded from the contract is personal food, either brought from home or purchased separately and brought on campus. Additionally, exclusions are provided for concessions at the Stadium and Mitchell Hall for Athletic events, Cleary Center, the Health Science Center building, and the Sample the City event.

Food Deliveries

Delivery service from restaurants or fast-food establishments into Residence Halls, and Academic and Administrative buildings are permitted as long as purchases are limited to individuals, rather than a catered event.

Deliveries to the Student Union must take place on the sidewalks outside the building at the north entrance, as delivery personnel are not permitted to enter the building for the purposes of delivering food. Delivery vehicles parking on campus must follow UW-La Crosse parking guidelines. Under no circumstances are pizzas to be delivered to The Union. All pizzas must be purchased through the Dining Services vendor.

Potlucks

University Departments may sponsor potlucks on campus for their members and select invitees with the following conditions:

- The participants should consist of staff from within the hosting department and their select guests;
- The activity should be contained within the hosting office's space;
- No outside catering or group-purchase food (pizza, subs, etc.) is allowed;
- Health and safety concerns are self-regulated. Coordinators shall consult USDA food and safety guidelines and follow the procedures listed in the "Fight Bac" resource link, which can be found at: <https://www.fightbac.org/>

Self-Catering

University Departments will be allowed to self-cater an event by providing snack-type food only and non-alcoholic beverages in connection with authorized meetings and events held in the Student Union.

These food/beverage packages shall:

- Not exceed one hundred dollars (\$100.00) in total value per event. A receipt must be provided to University Reservations to support the expenditures.
- Cannot constitute a meal, no pizza, hot dogs, or submarine sandwiches.
- Cannot require heating or refrigeration to remain safe for consumption.
- Can include home-made cakes, cookies, bars, chips, pretzels, soda, etc.
- A self-catering format cannot occur with a full-service catering request.

Grills

The Student Union and Whitney Center grills are used by Dining Staff. The Residence Life grills are used by the hall residents. Permission to use these grills at other locations, must be received from the unit Director. The Director of University Centers must approve any waivers from the Dining Contract.

Additional reference information regarding the Food Purchase Policy can be found below:

UW System and UWL Food Purchase Policy

<https://www.uwlax.edu/business-services/our-services/food/#tab-policy>

UW-La Crosse Food Expense Approval Form:

<https://www.uwlax.edu/globalassets/offices-services/business-services/forms/2018.04.05-ap-food-approval-form.pdf>