FOOD POLICY

When food service by Tufts Dining is required at an event that is not to be held in a Dining Services facility, the applicant should utilize the following procedure:

- Reserve the facility, stating that Catering is being planned using the online request form. (Remember that you will need to allot extra time for set up and clean up in your reservation.)
- Contact Tufts Catering (x73411) to place your food service order. See http://www.tufts.edu/dining/docs/catering.shtml for menu options. Complete a Dining IDR and bring to weekly Events Registration Meeting for approval and signatures.

Food Vending/Distribution Guidelines:

- Many spaces on campus require catering from Tufts Catering. Please refer to R25 details when reserving space.
- No outside food will be allowed to be brought in to any Tufts Dining facility. Organizations having events in a Tufts Dining Facility space must use Tufts Dining/Catering for their food needs. If Tufts Dining cannot meet the needs of the group they will have to get permission from Tufts Dining to have an outside caterer.
- Food sales as fundraisers for student organizations are limited to bake sales. Organizations may host no more than one bake sale per month and may not be back to back days. All food for sale must be clearly identified with ingredients listed, wrapped individually and may not be sold following the end of the bake sale time.
- Warmers, sternos, hot pots etc. may not be used as part of any food sale. Food needing to be served hot must be provided by an outside caterer with the proper equipment and credentials. (see below)

Use of Non-University Caterers:

In the event that Tufts Dining Services cannot meet the needs of a particular event (for example, ethnic recipes), the Director of Tufts Dining Services will advise the student organization to secure an approved commercial caterer with proper liability insurance and Health Department credentials. Caterers will be responsible for the safe delivery and service of food products. The sponsoring organizations will be responsible for proper clean up of the facility and any kitchen equipment used. If clean up is not up to standards, the organization will be billed for additional cleaning. Tufts Dining Services may require that a Dining Services employee be hired by the student organization to supervise the caterer’s use of University dining and/or kitchen facilities and equipment or to handle clean-up. The OCL recommends that any student organization working with an outside caterer use a University contract to arrange for services and payment. An outside caterer may not provide alcohol of any kind in any University facility.