

LAFAYETTE COLLEGE

FOOD & NON-ALCOHOLIC BEVERAGE SERVICE POLICY

This policy provides guidance and parameters for the purchase of food and non-alcoholic beverages and is intended to help manage and enhance food safety for the benefit of students, faculty, staff, and guests of the College. A separate policy provides guidance for serving alcoholic beverages.

This policy applies to ingredients, prepared food, or beverages (defined as Food Services) that are sold or provided on the College's Campus (defined as all College-owned property and facilities) as well as those that are paid or reimbursed from College funds.

This policy is administered by the Office of Finance and Business Affairs, which can be reached at 610-330-5136.

Exclusive Dining Services Provider:

Bon Appetit is Lafayette's exclusive Food Services provider and is contractually obligated to provide all Food Services on the College's Campus.

Lafayette Dining Services offers a full range of Food Services, from fully-staffed formal events to quick and easy pick-up service for smaller events. Lafayette Dining Services can be reached via phone at 610-330-5343 or through the online reservation system at <http://dining.lafayette.edu> and selecting "Catering" from the menu on the right. To help ensure that the specific needs of all events can be met, we ask that catering requests be made at least seven calendar days in advance whenever possible. While the College's Dining Services team offers several standard services, they are also able to customize a menu for special events or smaller budgets.

Please remember that if a location is required for an event, the Office of Scheduling and Events Planning should be contacted at (610) 330-5077 or by emailing reserve@lafayette.edu.

Exceptions:

The specific events listed below are exempt from the exclusivity requirement of this Policy to use Lafayette Dining Services when they are held outside of the College's dining facilities. However, all remaining requirements of this Policy apply to the events listed below and all individuals that prepare food for one of these events must review and adhere to the food safety information available at <http://www.foodsafety.gov>.

- Student organization sponsored bake sales
- The annual International Student's Association Extravaganza event
- Resident advisor programs
- Events where Food Services are limited to pizza and soft drinks
- Events held at non-College owned facilities or locations
- Small events with a cost of \$100 or less
- Small gatherings held by faculty to support student-faculty interaction outside the classroom, preferably at the homes of faculty members. Please note that there is a \$75 limit per faculty member within an academic year for events with student advisees and a separate \$75 limit per faculty member within an academic year for students who are not advisees.

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Food Vendor Requirements:

All vendors that provide Food Services under this Policy must adhere to the following requirements:

- If beverages are included in the Food Services provided on the College's Campus they must be Coca-Cola products.
- Hold a current Bureau of Health, Food Facility License issued by the City of Easton (or comparable license from the vendor's municipality).
- Hold general liability insurance with a single limit of no less than \$1,000,000 per occurrence and name Lafayette College as an additional insured.
- Provide the College with a completed IRS Form W-9 to certify their taxpayer identification number.
- Must not be owned, in whole or in part, by a family member or other close relative of the College employee making such catering arrangements or directing them to be made in order to avoid a potential conflict of interest.

Pre-Approved Food Vendors

The pre-approved food service vendors listed on the attached schedule maintain the necessary documentation on file with the College's Office of Finance and Business Services. Vendors can request to be included on the College's Schedule of Pre-Approved Vendors by completing the Food Vendor Application and submitting the required items noted within the Application.

If a vendor is not included on the College's Schedule of Pre-Approved Vendors, the department requesting the Food Services is responsible for providing the necessary documentation to verify that the Food Vendor Requirements of this policy are met by the vendor at the time of payment authorization or request for reimbursement.

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Schedule of Pre-Approved Vendors (in alphabetical order)

- Bon Appetit, Lafayette College
- Domino's Pizza, 330 Larry Holmes Dr, Easton, PA
- Forks Mediterranean Deli
- Great Wall Chinese
- Morici Pizza & Restaurant
- Papa John's Pizza, Palmer Town Center, 759 S 25th St, Easton, PA
- Pizza Hut, 2527 Freemansburg Ave, Easton, PA 18045
- Sicily's II, 1434 Knox Ave, Easton, PA
- Stack's Steak and Hoagies, 1800 Sullivan Trail Rd, Easton, PA
- Subway, 281 Town Center Blvd, Easton, PA
- Teppanyaki Grill