

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 Operations department, which can be reached at x5132.

Exclusive Dining Services Provider:

Parkhurst 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 at dining@lafayette.edu or x5346 or through the online reservation system at <http://scheduling.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.

Event locations can also be booked through the online reservation at <http://scheduling.lafayette.edu>. Events and Hospitality Services can be reached at x5077 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:

Food Service vendors, caterers, and/or restaurants must adhere to the following requirements and be approved in advance of placing an order. Please contact Ryan Snyder, Director of Business Services, at snyderry@lafayette.edu to have all necessary paperwork reviewed.

- 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. A copy of this certificate must be provided to the Operations department.
- 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.