Event Planning & Sanitation Policy on Serving Food & Beverages
University of Minnesota Duluth Premises

Food safety and the health of our campus community members and guests are of utmost importance at UMD. In order to best ensure the safe handling and service of food on campus, the following policy is in effect:

UMD Dining Services is the exclusive campus caterer when the event or function is sponsored, organized, or hosted by:

1. A private individual, corporation, or company
2. Any individual or group of UMD faculty or staff, UMD department, or a student organization with Campus Life Program status

UMD Dining Services must be the first point of contact for all catered food functions that will occur on UMD premises. Exclusions: 1) Catered events held at Glensheen or NRRI not using university funds; and 2) Concessions in Romano Gym and Malosky Stadium.

There may be limited instances when procuring food and beverages for special events from an outside vendor may be necessary, or when UMD Dining Services must limit the services available for a specific date. Those exceptions shall be discussed with and approved by the Catering Office, with possible referral made to the UMD Environmental Health & Safety Office (EHSO) to complete a food permit. It is requested that food permits are submitted a minimum of ten business days prior to the scheduled event.

EHSO carries out the official health department duties for UMD premises, working in partnership with various departments within the University system. The responsibility for serving food on the UMD campus in turn rests with UMD Dining Services. Exceptions may be made at the discretion of Dining Services when 100% of the food/beverages for an event is donated from an outside vendor.

Alcohol Service

Requests for alcohol service for events that will take place in Kirby Student Center need to originate with the Catering Office. For all other events on UMD property wishing to serve alcohol, organizers must submit an Alcohol Use Application (UM 23 or UM 1710) to the Chancellor’s Office for approval.

Events or Gatherings Serving Only Snack Foods & Light Refreshments

Snack foods and light refreshments not meant for resale, may be served without approval from UMD Dining Services or EHSO. This includes foods that are pre-packaged or commercially produced, such as: chips, pretzels, canned or bottled soft drinks, coffee, tea, commercially baked cookies, cakes, and donuts. If items are intended for resale approval is required from UMD Dining Services. If room sanitation becomes a problem for events providing snack foods or light refreshments, prior approval for future events may be required, and/or a cleaning fee may be assessed.
Exclusive Beverage Contract with Coca Cola

The University of Minnesota system, including the Duluth campus, has an exclusive beverage contract with Coca Cola. Any beverage served, poured, dispensed, given away, provided, distributed, sampled, promoted, tested, or sold must be a Coca Cola product. This exclusive contract is in effect on all University property, for any purpose, including athletic events, student fund raisers, booster club promotions, meetings, and the like. On-campus advertising displays are also included. Coffee and milk are excluded. This contract is in effect through June 30, 2018.

Potlucks

Provisions have been made to allow small groups of UMD faculty, staff, or students to have private potluck meals. Conditions that apply are:

1. The food shall be restricted to the group
2. There shall be no advertising of the event
3. There shall be no invitations to individuals outside the group, such as a potluck to attract new members

Student Organizations: Food-Based Fundraisers, Sampling, or Handout Events

All student organizations planning a food-based fundraiser, or event where food is provided, must contact Kirby Student Center. A food permit may be required. Student fundraising activities are possible if certain preparation and service standards are met. Student groups will be guided through the food permit process. Important policies regarding food-based fundraisers include, but are not limited to:

- No food that requires refrigeration can be sold. This includes: cream-filled pastries, eclairs, cream pies, etc.
- Only bars, cookies, cakes, and doughnuts are acceptable bake sale items.
- No bake sale items shall be sold that have frosting or other toppings that are applied after the baking process.
- All bake sale items shall be individually wrapped at the original point of preparation.
- Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.
- Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product, as well as use appropriate food safety gloves.
- Bake sale items shall be transported in a covered, dust-proof container.
- A sign or placard stating "Homemade/Not Inspected" must be posted.

Contact Information

- Dining Services Catering Office: 726-7177 or umdcater@d.umn.edu
- Environmental Health and Safety Office: 726-6917 or ehso@d.umn.edu
- Kirby Student Center: 726-7169 or kirby@d.umn.edu