

## **Student Union & Event Services FOOD SERVICE AND CATERING POLICY**

The following policy outlines information related to serving food and/or beverage in Student Union & Event Services (SUES)-managed spaces. This policy is in addition to the applicable policies outlined in the SUES General Reservation Policy and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event.

All users providing food service are responsible for ensuring appropriate clean-up of event space including but not limited to removal of all trash prior to vacating premises. SUES will charge the user applicable cleaning charges in accordance with the SUES General Reservation Policy should event space not be returned to the same condition it was prior to the event start.

Any function with alcohol must abide by the UNLV Alcohol Events Policy, including provisions relating to corkage and pouring rights.

### **ALL USERS**

#### **Pre-Packaged Food:**

Pre-packaged food and beverage products purchased or donated from a commercial vendor for events shall be allowed in all spaces for any event without prior approval provided event guests self-serve themselves the food.

Packaged foods fall into two categories: Time/Temperature Control for Safety (TCS) and non-TCS; the easiest way to differentiate between the two when buying product at the store: if it is packaged and NOT refrigerated, it is most likely non-TCS, however if it's refrigerated, it's probably TCS.

If the items are packaged non-TCS (ex: individual bags of chips, cans of soda), a SNHD EC/TFE application is not required. However, if the group opens pre-packed non-TCS food (ex: large bag of chips or cookies) and repackages them, a permit is required. TCS food requires a SNHD permit.

#### **Pre-Prepared (non-Aramark) Food:**

Pre-prepared food by a commercial vendor or non-Aramark caterer may be delivered to an event but not served by the third-party food service provider without obtaining a Temporary Food Establishment (TFE) permit from the Southern Nevada Health District (SNHD). Users whose event requires food service permitting shall provide verification of permit to the SUES office a minimum of five (5) business days prior to said event. Applicable applications and forms may be found on the SNHD website.

Groups wishing to bring in prepared food from outside (ex: fast food) for events should keep their receipts for 90 days for safety reasons.

Registered Student Organizations (RSOs) wishing to host a bake sale or fundraiser wherein members prepare the food off-site, the food/beverage must meet SNHD requirements, to include food be prepared in an approved facility and handled on-site according to food safety regulations.

Aramark (on-campus catering):

Both internal and external clients wishing to have on-campus catering services provided for their event shall contact Aramark directly: [catering@unlv.edu](mailto:catering@unlv.edu). Clients who do not already have a Catertrax account set-up with Aramark are encouraged to create one here: <https://unlv.catertrax.com/menugrid.asp?mode=aff&id=21>. The website includes the opportunity to book catering directly and features the current catering menus.

Food Trucks:

Aramark, along with Risk Management Services, manages food trucks on campus. Together they ensure trucks have the proper paperwork (ex: permits, insurance, vendor registration) to be approved to be on campus. When there are two (2) or more food trucks/vendors on campus for one (1) event with more than one (1) owner, a SNHD EC application may be required; Aramark will facilitate this process and provide both SUES and the client with a copy of the approved permit. The client will be responsible for any SNHD related fees.

To view approved food truck locations across campus, please visit the following link and sort by selecting only "Food Trucks" (knife and spoon icon):  
<https://www.google.com/maps/d/u/0/viewer?mid=1h46wki1aWB9pF3Fg8HbWji5iSuo&ll=36.1094399955422%2C-115.14080849001728&z=16>.

### **THIRD-PARTY FOOD SERVICE PROVIDER INSURANCE REQUIREMENTS**

Commercial General Liability:

\$1,000,000 per occurrence/\$2,000,000 aggregate

- The policy shall provide coverage for Sexual Misconduct/Abuse/Molestation for events involving minors
- The policy shall name NSHE as an additional insured by endorsement using form CG 20 10

Commercial Auto Liability:

\$1,000,000 per occurrence

\$ 5,000,000 per occurrence for chartered vehicles

- Combined single limit
- Coverage must be for all owned, non-owned, or hired vehicles that will be used during the course of the event INCLUDING loading and unloading of equipment and people.

## Workers Compensation:

Workers Compensation/Employers liability limits shall be at least \$100,000 per occurrence and for occupational injury or disease. Sole proprietors and corporate officers must sign and notarize an affidavit waiving coverage. The form is available through Risk Management Insurance and Claims.

The following policy provisions shall also apply:

- Subrogation shall be waived against NSHE by policy endorsement form CG 24 05
- NSHE to be named as additional insured by policy endorsement form CG 20 10
- Insurance policies must reflect their policy is primary over any other insurance policy available by policy endorsement Form CG 20 01
- Fourteen (14) days prior to the event, a certificate of insurance shall be provided to NSHE to show evidence of insurance policies and coverage required with the applicable endorsements.

Additional information, forms, and Risk Management contact information may be found online: <https://www.unlv.edu/rms/insurance>.

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