Guidance Document: Food Served on Campus

GENERAL STATEMENT:
For the purposes of protecting public health, all food sold and provided on campus must be supplied by MSU Culinary Services. Under no circumstance may food be sold or catered by any vendor or organization other than MSU Culinary Services. Food may not be served on campus by a commercial or domestic source to be used as a promotional tool for a commercial entity.

• A Temporary Event Vendor Application (TEVA) may be accessed online (https://tofu.msu.montana.edu/ufs/vendor), completed and submitted to the Sanitarian for review. Once approved, a Food Permit will be issued. Food Safety Online Training, with completion of a quiz, may be requested, for each individual handling food. This applies to pre-packaged food items as well. TEVA must be submitted 1 week prior to date of event.
• Donations from off campus sources will not be approved for use. Please be aware that due to non-competition clauses in the contracts with our food suppliers and concerns about chain of custody with food products, MSU Culinary Services requires food served at MSU sanctioned events to be acquired from an on campus source.
• Although MSU Culinary Services cannot donate food products, MSU Culinary Services may, on occasion, jointly sponsor an event if budget is available. MSU Culinary Services may authorize the service of off-campus food for a jointly sponsored event.
• No food from off-campus sources may be served in the Strand Union, for affiliated or non-affiliated group events, donated or otherwise.
• To get request alcohol at an event, please visit: https://tofu.msu.montana.edu/ufs/alcohol. You must submit this online form at least 3 weeks before the event.
• ASMSU and registered student organizations: University Catering has created a special catering menu (http://www.montana.edu/engagement/organizations/resources.html) with student group prices! If what you are looking for isn't on the student group menu, your club can automatically receive 10% off their regular menu.

EXCEPTIONS:
• Groups are encouraged to utilize existing food venues after hours. Student Organizations meeting in the SUB after 5:00pm with a gathering of less than 40 people may order outside food, provided it is only offered to members of the group, and not to the public. (must be sourced from a licensed Montana food operation i.e.-Dominos, Jimmy Johns, etc.). If it is an open to the public event, no matter the size, you must order from University Catering.
• ASMSU and registered student organizations may be allowed to use off-campus food donated from a local retailer/grocer (TEVA category #1 foods ONLY) upon pre-approval. This same consideration may be extended to non-profit organizations on a case by case basis. Donated food cannot be requested or obtained from a MSU contracted food vendor, or their competitors (Coke, Pepsi, Sysco, FSA, Ghost Town Coffee, etc).
• Individual solicitations of off-campus food vendors for delivery of food for personal consumption on campus are not prohibited under these rules.