

## STUDENT UNION, INC. of SJSU Food & Beverage Approval Form

The Student Union, Inc. is responsible for ensuring that all food & beverage served at events in the Student Union building is served in an efficient, healthy, and safe manner. All organizations wishing to have food & beverage at an event in the Student Union building must, therefore, purchase such food & beverage through Spartan Eats Catering or another caterer on the current Student Union Approved Caterer List, must adhere to the rules listed below, and are subject to the Service Fees on this form associated with provision of food & beverage:

1. Catered events in the Student Union may take place only in areas of the building that have been scheduled by the Event Services Office.
2. No liability will be assumed by the University, the Student Union, Inc., or Spartan Shops, Inc. for any food & beverage brought into the Student Union by a sponsoring organization.
3. To be used for provision of food & beverage at an event in the Student Union, a caterer must be current on the most recently posted Student Union Approved Caterer List.
4. To be used for provision of food & beverage at an event in the Student Union, a caterer on the most recently posted Student Union Approved Caterer List must have on file in the Event Services Office fifteen (15) days prior to the event date a Certificate of Insurance listing the Student Union of San Jose State University, Inc., Spartan Shops, Inc., San Jose State University, the State of California, the Trustees of the California State University and the officers, employees, volunteers and agents of each of them as additional insured's.
5. Caterers on the Student Union Approved Caterer List other than Spartan Eats Catering (or other Spartan Shops, Inc. food & beverage providers) may provide only food prepared off site which can be served, then cleaned up and carried off site along with all catering-related items.
6. Use of Spartan Shops, Inc. kitchens or equipment, or use of Student Union restrooms for cleaning of catering equipment by an outside caterer is prohibited.
7. No entity or individual is generally permitted to supply additional food or beverage at any event for which service is provided by Spartan Eats Catering.
8. Due to state health code regulations and liability issues, food ordered for but not consumed at a catered function cannot be removed from the location in which it is served. This policy is standard for the catering industry and is in effect for the protection of organizations and their guests, as food that is mishandled can be very susceptible to food borne contaminants and illness.
9. Cleanup of all food & beverage and/or related items in Student Union locations other than the Ballroom or any section thereof (Ballrooms A, B, or C) is the responsibility of the sponsoring organization. Failure to clean may result in appropriate cleanup charges in addition to the Service Fees on this form.
10. Damages incurred during an event may result in appropriate charges to the sponsoring organization.
11. "Pot Luck" type events represent the greatest food safety and health risks to organizations and their guests and will not be allowed except in the rarest circumstances.
12. Alcohol service for scheduled events in the Student Union will be subject to SJSU policies regarding Alcoholic Beverage and Bar Services. Event Organizers should contact Spartan Eats Catering for details.
13. **Alcohol is not permitted at student organization events.**
14. On behalf of the sponsoring organization, my signature on reverse indicates that I have read and agree to comply with these rules and any regulations of the Santa Clara County Department of Environmental Health contained herein.

(see reverse)

## **Santa Clara County Department of Environmental Health Food Preparation, Serving, and Storage Guidelines**

### **General Rules for Handling Food**

- Store raw and ready to eat products separately
- For food delivery, use insulated food containers capable of maintaining food at 135°F or higher, OR 41°F or lower
- Label food with use-by date, and time and reheating instructions
- Place garbage containers away from food preparation and serving areas
- Practice good personal hygiene
- Proper hand washing is essential to keep food safe

### **General Rules for Serving Food**

- Serve cold food in containers on ice or in chilled, gel filled containers
- Use clean and sanitized utensils for serving
- Use separate utensils for each food item
- Minimize bare hand contact with ready-to-eat food
  - Use tongs, deli sheets, or gloves

### **General Rules for Holding Food**

- Check the internal temperature of food using a thermometer
- Check food temperatures at least every four hours
  - Hot food must be held at an internal temperature of 135°F or higher
  - Cold food must be held at an internal temperature of 41°F or lower
- Only use hot-holding or cold-equipment that can keep food at the proper temperatures
- Cover food and provide sneeze guards to protect food from contamination

### **Holding Food Without Temperature Control**

#### **Cold Food**

- Hold food at 41°F or lower before removing it from refrigeration
- Label the food with the time it was removed from refrigeration, and the time it must be discarded
  - Six hours from the time it was removed from refrigeration
- Food cannot exceed 70°F while it is being served
- Sell, serve, or discard the food within six hours

#### **Hot Food**

- Hold food at 135°F or higher before removing it from temperature control
- Label the food with the time it was removed from temperature control, and the time it must be discarded
  - Four hours from the time it was removed from temperature control
- Sell, serve, or discard the food within four hours

### **Special Rules for Cooking Food at BBQ Area**

- Use insulated containers to hold foods. Raw meat should be wrapped and stored on ice
- Store raw and ready to eat products separately
- There must be safe, potable water available for dishwashing and handwashing
- Place garbage containers away from food preparation and serving area

**\*Failure to comply with these rules may result in the following consequences:**

- removal of food, and written warning accompanied by an appropriate fee determined by Student Union management, and/or
- removal of group from building, and suspension of scheduling privileges for a period of time to be determined by Student Union management.

Guidelines for bringing food & beverage into events in the Student Union building are detailed on page 2 of this form. The Service Fees below will apply for events which choose to have approved food & beverage.

Food Type	Description	Service Fee
Level 1	<b>Perishable or Non-Perishable, Pre-Packaged, Food &amp; Beverage or Catered Meals for &lt; 60 People</b> Ex: Muffins, Snacks, Sodas, Pizza, Sandwiches, Chicken Wings, Nachos	\$40
Level 2	<b>Perishable or Non-Perishable Food &amp; Beverage or Catered Meals</b> Anything intended for 60-100 people or Food Types outside Level 1.	\$60
Level 3	<b>Perishable or Non-Perishable Food &amp; Beverage or Catered Meals</b> Anything intended for 100-150 people or Food Types outside Level 1.	\$80
Level 4	<b>Perishable or Non-Perishable Food &amp; Beverage or Catered Meals</b> Anything intended for 150+ people or Food Types outside Level 1.	\$100

**Additional fees may be charged if food & beverage, number of attendees, and/or food type differ from the approved information on file.**

The following information must be completed by an authorized representative of the sponsoring organization. It should be approved and on file in the Event Services Office **15 calendar days prior to the event.**

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Room(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Where Food to be Purchased: \_\_\_\_\_

Item(s) to be Served: \_\_\_\_\_

Name of Organization or Department: \_\_\_\_\_

**I have read and agree to the terms contained herein:**

Printed Name: \_\_\_\_\_ Position in organization: \_\_\_\_\_

Phone (required): \_\_\_\_\_ Email (required): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Services Office: \_\_\_\_\_ Bowling Center Mgr. \_\_\_\_\_

SU Associate Director: \_\_\_\_\_ Date: \_\_\_\_\_