

STUDENT UNION, INC. of SJSU
Food & Beverage Approval Form
(2/22/18)

The Student Union, Inc. is responsible for ensuring that all food & beverage served at events in the Diaz Compean Student Union is served in an efficient, healthy, and safe manner. All organizations wishing to have food & beverage at an event in the Diaz Compean Student Union must, therefore, purchase such food & beverage through Spartan Catering or another caterer on the current SJSU 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 during a fall semester (September 1 - December 31), a caterer must be current on the most recently posted SJSU Approved Caterer List as of April 15 of that year. To be used for provision of food & beverage at an event in the Student Union during a spring semester or summer (January 1- August 31), a caterer must be current on the most recently posted SJSU Approved Caterer List as of November 1 of the previous year.
4. To be used for provision of food & beverage at an event in the Student Union, a caterer on the most recently posted SJSU Approved Caterer List must have on file in the Event Services Office thirty (30) 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 SJSU Approved Caterer List other than Spartan 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 Dining Services 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 permitted to supply additional food or beverage at any event for which service is provided by Spartan 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 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 Catering for details.
- 13. Alcohol is not permitted at student organization events.**

14. On behalf of the sponsoring organization, my signature below 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.

***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 Diaz Compean Student Union are detailed on the reverse of this page. The Service Fees below will apply for events which choose to have approved food & beverage.

Food Type	Description	Service Fee
Level 1	Perishable or Non-Perishable, Pre-Packaged, Food & Beverage or Catered Meals for < 60 People Examples: Muffins, Cookies, Chips, Granola Bars, Candy, Peanuts, Sodas, Pizza, Egg Rolls, Sandwiches, Chicken Wings, Nachos	up to \$35
Level 2	Perishable or Non-Perishable Food & Beverage, or Catered Meals Anything intended for 60 – 100 people or Food Types outside Level 1.	up to \$100
Level 3	Perishable or Non-Perishable Food & Beverage, or Catered Meals Anything intended for 100 + people or Food Types outside Level 1.	up to \$500

Appropriate fees may be assessed any time food & beverage provided are not what was approved.

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.**

Name/Date(s) of Event: _____ Time: _____

Room(s): _____ Attendance: _____

Where Food to be Purchased: _____

Item(s) to be Served: _____

Name of Organization or Department: _____

Address/ Student Organization Box #: _____

I have read and agree to the terms contained herein:

Printed Name: _____ Position in organization: _____

Phone (required): _____ Email (required): _____

Signature: _____ Date: _____

Event Services: _____ SU Associate Director: _____ Date: _____

**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 Areas

- 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