



## Memorial Union Food Service Policy

### 1. Policy Statement

- 1.1 Food at Events held on Memorial Union (MU) Premises must be handled, prepared, and served in compliance with Local Public Health Authority guidelines, and applicable city, county and state regulations.
- 1.2 Food Service Providers must be appropriately licensed, insured and must adhere to the food safety standards established by the Local Public Health Authority, and applicable city, county and state regulations.

### 2. Reason for Policy (or Standard)

The purpose of this policy is to ensure food served at Events held on MU Premises is safe for consumption.

### 3. Scope & Audience

This policy applies to the following groups:

- OSU employees
- Recognized Student Organizations (RSOs)
- External parties granted access to MU Premises for Events
- Suppliers and contractors

This policy does not apply to potlucks, tailgating, or provision of food that is not planned and is incidental to an activity.

### 4. Definitions

- 4.1 **Event:** Activities including but not limited to meetings, workshops, conferences, fairs, bake sales and fundraisers, where providing food is a planned component of the activities.
- 4.2 **Event Sponsor:** OSU department, RSO or third-party entity responsible for Event activities.
- 4.3 **Food Handler:** A person at the Event holding a valid Food Handlers Card and the person responsible for ensuring food offered at the Event is in compliance with Local Public Health Authority guidelines and applicable city, county and state regulations.

- 4.4 Food Service Provider:** An entity licensed and insured to prepare food in an approved food establishment, in accordance with Local Public Health Authority guidelines and applicable city, county and state regulations and who provides the food for service and consumption to attendees at an Event.
- 4.5 Local Public Health Authority:** A county government, health district, or intergovernmental entity that provides health services and food safety guidance.
- 4.6 Mobile Food Unit:** A Food Service Provider who operates a vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted, or which is used in selling and dispensing food to consumers.
- 4.7 MU Premises:** Any space in or on MU premises, including but not limited to designated Event space, workspaces, offices, shared or common spaces, and outdoor areas.
- 4.8 Potluck:** Informal activity where food is provided by and for individual attendees at the activity.

## 5. Responsibilities & Procedures

### 5.1 Determining Event Status.

- 5.1.1 When an activity such as a meeting, workshop, conference, fair, bake sale, or fundraiser includes providing food as a planned component of the activity, it is considered an Event subject to this policy.
- 5.1.2 Events are either Open Events or Closed Events.
  - a. An open Event is an advertised Event intended to be accessible to any member of OSU community or the public.
  - b. A closed Event is an Event where access is restricted to invited guests and held within a specific space where access is limited, entrance and exits are clearly designated, and the space is controlled by the Event Sponsor.
- 5.1.3 The Local Public Health Authority and whether access to the Event space can be controlled are the primary determining factors of whether an Event is considered an open Event or closed Event. The MU, in conjunction with the Local Public Health Authority, determines the final status of an Event.

### 5.2 Identifying Event Sponsor and Food Handler.

- 5.2.1 All Events (including self-catered, bake sales, and fundraisers) must have both an Event Sponsor and a Food Handler to ensure compliance with this policy.
- 5.2.2 The Event Sponsor is responsible for coordinating food services and ensuring a Food Handler oversees food handling.

5.2.3 The Food Handler is responsible for ensuring the food served at the Event is safe and complies with Local Public Health Authority guidelines and applicable city, county and state regulations. An Oregon Food Handlers Card can be obtained online at <https://www.orfoodhandlers.com>.

5.2.4 Food Service Providers or operators of Mobile Food Unit's may act as a Food Handler for the Event.

### **5.3 Obtaining Food for Events.**

5.3.1 Event Sponsors must obtain food from Food Service Providers or Mobile Food Units that are licensed and insured or obtain approval for Self-Catered, Bake Sale or Fundraiser Events.

5.3.2 Event Sponsors are responsible for selecting Food Service Providers that have equipment, capacity and resources appropriate for the anticipated number of attendees at the Event.

5.3.3 The MU must obtain a contract from the Food Service Provider or Mobile Food Unit operator prior to an Event and route the contract to the appropriate OSU contract office for review and signature by an individual with Contract Signature Authority as indicated in OSU Policy 03-001.

5.3.4 The MU must obtain a certificate of insurance from the Food Service Provider or Mobile Food Unit operator evidencing appropriate insurance coverages in accordance with the terms of the contract.

5.3.5 Events held on MU Premises require the use of pre-approved Food Service Providers to ensure licensure, insurance, and compliance with this policy and other requirements of OSU Premises. Event Sponsors can select from a list of MU Approved Providers or request a new Provider for approval by contacting the MU.

### **5.4 Self-Catered Events.**

5.4.1 When an Event Sponsor arranges for food to be prepared or provided by, or purchased from a restaurant, independent food preparer, grocery store, or other licensed food provider, whether picked up or delivered.

5.4.2 Self-Catered Events are limited to closed Events with a maximum of 25 attendees and requires pre-approval from the MU.

5.4.3 Food provided at Self-Catered Events must be handled, prepared, and served in compliance with Local Public Health Authority guidelines, and applicable city, county and state regulations.

5.4.4 Alcohol Service is not permitted at a Self-Catered Event.

### **5.5 Bake Sales.**

5.5.1 Bake sales are activities where food is sold for the purpose of fundraising.

- 5.5.2 Approval to hold a bake sale must be obtained from the MU.
- 5.5.3 Bake sales and food offered at bake sales must comply with Local Public Health Authority guidelines, applicable city, county and state regulations and the Oregon Health Authority Food Code Fact Sheet #16. The “Notice” provided with the Oregon Health Authority Food Code Fact Sheet #16 must be visible to customers during the bake sale.
- 5.5.4 If food items are not commercially prepackaged, the Oregon Health Authority Exempt Foods Agreement Form must be completed and submitted to the Local Public Health Authority. Once approval is received, the signed form must be kept at the Event location during all hours of the Event.
- 5.5.5 Non-commercially prepackaged food items must be prepared in a licensed food service facility.
- 5.5.6 Alcohol may not be sold at a Bake Sale.

## **5.6 Fundraisers.**

- 5.6.1 When an activity’s sole purpose is fundraising through the direct sale of food to attendees, and it is not a bake sale, it is a fundraiser and subject to this section of the policy.
- 5.6.2 Approval to hold a fundraiser must be obtained from the MU.
- 5.6.3 Food and beverages sold at fundraisers must comply with Local Public Health Authority guidelines and applicable city, county and state regulations.
- 5.6.4 Non-commercially prepared or packaged food items must be prepared in a licensed food service facility.
- 5.6.5 Alcohol may not be sold as part of a fundraiser.

## **5.7 Policy Exceptions.**

Any exceptions to this policy are considered on a case-by-case basis and may be granted by the Director of the MU or their designee. All such decisions will be documented.

## **6. Forms & Tools**

### **6.1 Forms (Reserved)**

### **6.2 Tools**

- [Local Public Health Authority Directory](#)

## **7. Related Information**

## **7.1 OHA Policies and Guidelines**

- [OHA Food Code](#)
- [OHA Mobile Food Unit Operation Guide](#)
- [OHA Temporary Restaurant Operation Guide](#)
- [OHA Food Code Fact Sheet #16](#)
- [OHA Food Code Fact Sheet #32](#)

## **7.2 Oregon Revised Statutes**

- [OAR 333-150-0000 - Food Sanitation Rule](#)

## **7.3 OSU Policies**

- [University Policies and Standards | Oregon State University](#)
- [OSU General Terms of Use for Access to University Facilities](#)
- [University Standard: 07-005 Alcohol Service](#)

## **8. History**

- 8.1** Adopted by Memorial Union: 1/1/2026

## **10. Website**

- [OSU Memorial Union](#)
- [Memorial Union Reservations](#)
- [Memorial Union Policies](#)
- [Memorial Union Approved Caterers](#)