

Food and Beverage Policies

Purpose:

The purpose of this policy is to clarify expectations regarding the sale and distribution of food on

Food service at the President's official residence will be determined by the President and the President's spouse.

RSOs may conduct events where food is provided as a fundraiser. These events include those where food is catered or sold as part of a fundraising effort.

Procedures for conducting fundraisers on campus are available from the Office of Student Involvement on the second floor of the Rhatigan Student Center.

University departments, faculty and staff and RSOs may hold Potlucks within their own facilities and are exempt from the approval process.

A potluck is defined as a small member-only gathering where food is principally homemade. Events open to the general university or public are not potluck.

Individuals may bring food into university facilities for their own personal consumption.

WSU does allow for the service of donated food with the following conditions.

- x Donated food must be provided by approved caterer.
- x The requesting party must show proof that the food was donated.
- x Donated food served on campus should be approved through the designated coordinator of the venue.
- x Student organizations seeking approval to serve donated food must be an RSO.
- x Requests for the use of donated food must be accompanied by a space reservation.
- x Food valued at \$100 or under does not necessitate an approval process.
- x Any donated food items must be approved by the Vice President of Student Affairs or their designee.

All reserving parties serving drinks on campus must comply with the Wichita State University exclusive beverage contract with Pepsi Cola requiring that Pepsi products including bottled water and juices must be served at meetings, events and activities on campus.

Alcohol Service is available at specific locations throughout the WSU campus with the approval of the University's General Counsel.

Alcohol service must be provided by a licensed caterer with a current Kansas state liquor license. Forms for requesting permission to serve alcohol are available at

<http://www.wichita.edu/thisis/home/?u=eventservices> or by calling the Event Services Office at 978-3475.

The Wichita State University policy regarding alcohol service (11.07) is available on line at http://webs.wichita.edu/inaudit/ch_11.htm

This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President for Student Affairs or designee shall have primary responsibility for publication, dissemination and implementation of this University policy.

7/6/17