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of VIRGINIA**

STAF-001: Food Service Provided by Student Organizations

Date: 04/23/2007 Status: Final Last Revised: 06/06/2011

Policy Type: Student Affairs

Oversight Executive: Vice President and Chief Student Affairs Officer

Applies To: All contracted independent student organizations (CIOs), fraternities and sororities (FOA Organizations) when hosting programs and/or activities on University property. All special status organizations at all times.

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Reason for Policy:

To establish guidelines that provide reasonable assurance that food service on University property offered by student groups complies with *Thomas Jefferson Health District of the Virginia Department of Health* regulations. To promote a healthy and safe experience for all participating in programs and activities on University property.

Definition of Terms in Statement:

- Baked Goods:**
Foods like breads, cakes, pastries and cookies that are cooked in an oven. For the purpose of this policy, baked meats, poultry, fish and vegetable dishes are not considered baked goods.
- Contracted Independent Organizations:**
Contracted Independent Organizations (CIO) are formed by University students to offer educational, service and social opportunities. Membership is typically comprised primarily of students, faculty, staff, alumni, but limited community membership in the organizations is common. The University does not use the concept of "recognizing" CIOs. CIOs operate independent of the University and are not agents, servants or employees of the University. They do not have the authority to act for or commit the University to any activity, transaction or agreement. The University does not supervise, direct or control CIOs' activities.
- Cooked Food:**

Foods that begin raw (uncooked) and are prepared by applying heat. For the purpose of this policy, any meat, poultry, fish or vegetable dish for which the ingredients begin raw and are then cooked by any method are considered cooked food.

- **Fraternal Operating Agreement Organizations (FOA Organizations):**
FOA Organizations are groups comprised of University students that are governed by the Inter-Fraternity Council (IFC), Inter-Sorority Council (ISC), Multicultural Greek Council (MGC), and National Pan Hellenic Council (NPC), and which offer educational, service and social opportunities for their members. The University does not use the concept of "recognizing" FOA Organizations. FOA Organizations operate independently of the University and are not agents, servants or employees of the University. They do not have the authority to act for or commit the University to any activity, transaction or agreement. The University does not supervise, direct or control the FOA Organizations' activities.
- **General Public:**
The general public includes all visitors to the University who are not officially affiliated with the institution.
- **Pre-Packaged Goods/Food:**
Foods that are commercially prepared, sealed and then packaged for sale by a retail distributor.
- **Special Status Organizations:**
Special status student organizations act as agents of the University in carrying out a University function(s) through authority delegated by an authorized University official. The manner in which the function(s) is conducted is subject to the supervision and control of the University. The special status student organization is solely responsible for activities conducted by the organization that have not been officially delegated to it by the University. When conducting non-University authorized activities, the student organization is considered by the University to be non-special status and, therefore, not acting as an agent of the University.
- **Student Organization:**
A general term that refers to all Contracted Independent Organizations (CIOs), Fraternal Operating Agreement Organizations (FOAs), and Special Status and Agency groups.
- **University Community:**
Includes all faculty, staff and students who are formally and officially affiliated with the University through either an employment contract or matriculation.
- **University Property:**
Land or buildings that the University owns or leases and that is under the control of the Board of Visitors. University property also includes premises the University uses for activities of its offices, departments, personnel, or students.

Policy Statement:

Food service on University property provided by student organizations must comply with the guidelines established by the University and *Thomas Jefferson Health District of the Virginia*

Department of Health regulations. This applies to all food distribution regardless of whether the food is offered for sale or provided free of charge.

1. **Guidelines for Food Service on University Property:**

The University recognizes that for many student organizations food service is used to foster and strengthen the sense of community both within groups and among the broader University community. The University has established guidelines for food service on University property by CIOs and FOA organizations and for all food service by special status organizations. Specifically:

- Student organizations are permitted to serve and/or sell pre-packaged and baked goods. Note: *sale of food is subject to all related sales and solicitation policies and the requirements of the Thomas Jefferson Health District of the Virginia Department of Health.*
- Student organizations are permitted to serve and/or sell cooked foods only when the food is prepared by third-party providers holding all licenses and permits required by the *Thomas Jefferson Health District of the Virginia Department of Health* and subject to all provisions of the *Thomas Jefferson Health District of the Virginia Department of Health*.
- Under no circumstance may a student organization prepare cooked food and then sell or distribute it on University property to anyone beyond the membership of the host group, including, but not limited to, the University community or the general public.
- Special Status Organizations are prohibited from preparing cooked food for distribution at any event open to the University community or general public regardless of the location of the event.
- Under no circumstance may any student organization serve non-commercially prepared raw or uncooked meat, fish or poultry in any University facility. All preparation and service of raw or uncooked meat, fish or poultry must be by a licensed third-party vendor in close consultation with the *Thomas Jefferson Health District of the Virginia Department of Health*.

2. **Student Organization Responsibilities:**

- When reserving University facilities, student organizations are required to disclose all plans for food service. At the time of disclosure, the Newcomb Event Planning Office staff will determine if review by the *Thomas Jefferson Health District of the Virginia Department of Health* is required.
- The student organization is responsible for verifying that vendors holding required licenses and permits prepare all cooked food. Professionally prepared cooked food can be **served** (not prepared) by members of the sponsoring organization as long as the event is private (individuals with membership to the sponsoring group).
- All **public** food service (to any individuals outside the membership of the sponsoring group) shall be conducted in compliance with provisions of the *Thomas Jefferson Health District of the Virginia Department of Health*.
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When a sponsoring organization discloses intent to serve food to the individuals outside its general membership, Newcomb Event Planning Office staff will provide the organization contact information for the *Thomas Jefferson Health District of the Virginia Department of Health*.

- The sponsoring organization's reservation will remain tentative until the *Thomas Jefferson Health District of the Virginia Department of Health* provides written or e-mail confirmation that the sponsoring organization has complied with all requirements.
- It is the responsibility of the sponsoring group to initiate contact with the *Thomas Jefferson Health District of the Virginia Department of Health* at least two weeks prior to the scheduled event to initiate the process for obtaining all required food service permits and arranging for all required inspections.
- The Newcomb Event Planning Office staff and University of Virginia Dining Services staff are available to consult with student organizations regarding food service options.
- Student organizations who fail to comply with this policy will be subject to all appropriate disciplinary penalties, up to and including revocation of their CIO Agreement, Fraternal Organization Agreement, or designated Special Status.

Related Information:

For Space Reservations: <http://www.virginia.edu/source/index.php>

Major Category: Student Affairs Policies

Approved by, Date: Vice President and Chief Student Affairs Officer, 04/23/2007

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