

## **UWMC Food Policy**

UW-Marathon County has an exclusive contract with the UWMC Food Service Cooperative to provide all types of food services on campus. This policy may change with proper notification and approval processes.

1. All residents of Marathon Hall must choose one of the three meal plans offered through their academic Room & Board Contract. Summer residents have the option to purchase meals when groups are on campus
2. All food/beverage needs for Marathon Hall activities must be processed through the UWMC Food Service Cooperative, with the exception of the front desk snack bar.
3. All food/beverage needs for campus-sponsored events must be processed through the UWMC Food Service Cooperative. No outside food sources are allowed unless permission granted by Coordinator of Auxiliary Services/Director of Food Service.
4. All food/beverage needs for community groups or organizations who have requested campus room reservations must be processed through the UWMC Food Service Cooperative. No outside food sources are allowed unless permission granted by Coordinator of Auxiliary Services/Director of Food Service.
5. Residents of Marathon Hall may order food and bring in personal food for consumption in their rooms.

## **Policy Exceptions:**

### Donations

1. Donated food may be used on campus by obtaining approval from the Coordinator of Auxiliary Services within in 1 week of the event. If your group is seeking donations, please inform the Coordinator of Auxiliary Services/Director of Food Service at that time
2. The following minimum requirements must be met:
  - a. Food must be from a reputable source with the appropriate liability insurance. Proof of licensing, a copy of the most recent health inspection report, and a certificate of liability must be provided upon request of the Coordinator of Auxiliary Services/Director of Food Service. The source will not be allowed if there are major issues outstanding on the report
  - b. Total retail value of the food items may not exceed \$75
  - c. Donated food may not be served alongside items from UWMC Food Service Cooperative for liability reasons
  - d. University funds (including student monies) cannot be used to pay for any portion of the donated foods
  - e. The donation must be approved by the Coordinator of Auxiliary Services/Director of Food Service

**Pot Lucks:** Only UWMC Faculty/Staff, UWMC Foundation, UWMC Bookstore Cooperative and UWMC Food service may have potlucks for their departments and campus. A sign stating it is a potluck with homemade foods must be displayed. All safe food handling procedures should be followed. No money can be collected at the potluck – either as direct payment or donation. Attendees must be directly affiliated with the department hosting the potluck. Any and all guests must be signed in and have a direct relation to the department or event. If you have questions about the guest exception, please speak to the Coordinator of Auxiliary Services/Director of Food Service, as limitations do exist.

Food Fundraisers and Bake Sales: Campus sponsored clubs, organizations, or departments may have three food sale fundraiser events per year.

1. Non-bakery or bakery with potentially hazardous ingredients (egg rolls, sandwiches, pizzas, meat items, and etc), must be made in an approved, licensed kitchen and follow all health department guidelines, including transportation, storage, temperature control, etc.
  - a. If made at an off-campus site, proof of licensing, a copy of the most recent health inspection report and a certificate of liability will be required to be on file with Coordinator of Auxiliary Services/Director of Food Service 2 weeks prior to the sale.
  - b. Any meat products will need to be ordered through the Food Service Cooperative or the licensed off site kitchen. Proof of order through a licensed food operation will need to be on file with the Coordinator of Auxiliary Services/Director of Food Service 2 days prior to the sale.
  - c. Any foods that may cause allergens (such as nuts, wheat, eggs, etc.) should be identified
  - d. All safe food handling procedures should be followed
2. Sale of non hazardous baked goods (defined in letter A) may be prepared in the home or other unlicensed kitchen
  - a. This refers to items that do not need to be kept at a certain temperature- such as most cookies, bars, and treats
  - b. A sign signifying it is "home-made" must be placed visibly at the sale site
  - c. All items must be individually wrapped for sale
  - d. No baked goods can be purchased from other food providers and sold at the sale
  - e. Any foods that may cause allergens (such as nuts, wheat, eggs, etc.) should be identified
  - f. All safe food handling procedures should be followed

Waivers:

1. If UWMC departments or student clubs prefer to use another food vendor they must request a waiver
2. Waivers to use other food providers may be requested from the Coordinator of Auxiliary Services/Director of Food Service
3. Waiver forms must be turned in 2 weeks before the event for consideration. Outside caterers will not be allowed to cater an event at UWMC unless the Food Service Cooperative has waived exclusivity. Do not sign any agreements unless the food service cooperative has officially waived rights to provide the service. If an outside catering waiver is approved, proof of licensing, a copy of the most recent health inspection report and a certificate of liability will be required to be on file with Coordinator of Auxiliary Services/Director of Food Service 2 weeks prior to the sale. Failure to provide this documentation or if the company is considered a health risk, will result in permission being revoked.
4. UWMC departments or student clubs may purchase pre-packaged items (e.g. chips, manufactured cookies, pre-made/bottled drinks, etc) without a waiver, in situations where the total retail value of the food items does not exceed \$35. UWMC Food Service Cooperative will provide napkins, utensils, paper goods, and other supplies at a cost to the group.