

### **Food Policies for RSOs**

The safety and wellbeing of the University of Chicago community is of the utmost importance. To ensure the health and safety of all University community members, home-prepared foods of any kind are prohibited for sale and/or distribution outside of formal RSO events. Recognized Student Organizations (RSOs) are encouraged to work with the RSO Catering Fund through UChicago Dining or to work with a vendor when providing food for the University Community.

This policy applies to all RSOs hosting fundraisers and events in the following locations:

- Reynolds Club
- Bartlett Hall
- The Quads
- Classrooms (including Harper and Stuart)
- All RSO Tables (Reynolds Club Marketplace, Bartlett, Cobb Indoor/Outdoor Tables)

### **Food at Informal RSO Events:**

An informal RSO event is defined as any tabling, fundraiser, or unstructured giveaway event – this can include, but is not limited to: RSO information tables, fundraisers that involve the sale of home-prepared or student-prepared foods (including bake sales), the sale of food from restaurants, and the distribution of samples to members of the University community outside of a formal event.

*When providing food at informal RSO events, the following policies apply:*

- Do not prepare any food at home (including dorms) – all home-prepared foods are strictly prohibited.
- Food must be purchased, provided by UChicago Dining, or donated by a vendor.
- Only prepackaged, store bought, or donated items may be sold/distributed.
- No food preparation is allowed on-site; only assembling or arranging food items is permitted on site.
- Potentially hazardous foods, defined as any food items that are required to have temperature regulation (hot or cold) to keep safe for human consumption, are prohibited.
- To prevent contamination, it is required that RSO representatives serve all food while wearing gloves, whether being distributed or sold. The only exception is when foods are individually wrapped.
- No eating, drink, or smoking is allowed while engaged in food handling. Wash hands thoroughly after eating, drinking, or smoking before good handling.

- Consumption of food by customers or event attendees may not take place at the same table or surface where food is being served.
- All food must be properly disposed of and cleaned up at the end of an event..

### **Food at Formal RSO Events:**

A formal RSO event is considered any event with a structured or planned non-fundraising activity – this can include, but is not limited to: lectures, panels, workshops, information sessions, potlucks, performances, and cultural shows.

*When providing food at formal RSO events, the following policies apply:*

- The Reynolds Club does not have an in-house catering service. All groups are free to use the caterer of their choice. The Reynolds Club Scheduling Office will provide a list of caterers who have worked successfully in our building on numerous occasions.
  - UChicago Dining and Center for Leadership and Involvement jointly offer catering options through the RSO Catering Fund. RSOs may find further information and apply for free catering on UChicago Dining's website here: <https://dining.uchicago.edu/page/student-organization-catering-fund-requests>
- All purchased food brought into the Reynolds Club must be through a licensed and insured caterer or food service provider.
- If you are using an on-site caterer that will be serving food at your event, the caterer must provide a certificate of insurance showing proof of:
  1. General liability insurance in the amount of \$1,000,000\*
  2. Worker's compensation coverage

\*The general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

### **Alcohol Policy**

For full information on our alcohol policy and guidelines for RSOs, please visit: <https://leadership.uchicago.edu/alcohol-policy>