Food Policy for Student Functions

The University of Manitoba Dining Services (Conference & Catering Services) Department has exclusivity to provide and serve food in all space owned and operated by the University of Manitoba.

Non-Alcohol Events:

Student organizations are permitted to supply their own dry bulk products (i.e., chips, pretzels, popcorn) and Coke products for non-alcoholic events on campus, regardless of the size. Conference & Catering Services will supply such products if requested.

Recognized Student organizations are entitled to order from the Classic Fare Catering Simple Takeaways Menu. All students will be asked to show Student ID when placing an order from this menu. Conference & Catering requires orders to be placed at least seven (7) business days in advance.

All food orders placed with Conference & Catering Services must be paid in full at least four (4) business days prior to the event.

Alcohol Events – Occasional Permit Functions – “Socials”

LGA Regulations state that provision of food service be suitable for the nature of the event, contain high protein content and must be provided in a quantity sufficient for the number of people attending.

Student groups may purchase food from an off campus source of their choosing, as long as University/Liquor Commission regulations are met, and a Catering Waiver is completed with Conference & Catering Services. The food must be purchased from a licensed, Government inspected facility as required by Provincial health regulations. This allows student groups additional options when providing food for their socials on campus. For instance, you may purchase social-style food from a grocery store or arrange for pre-paid pizza to be delivered to the venue by a local restaurant.

A “Catering Waiver Form” is available at Conference & Catering Services for student groups to complete when they wish to take advantage of this policy. This form must be completed and returned to Conference & Catering Services with proof of food purchase ten (10) business days before the date of the event. A $25.00 administration fee will be charged to the student organization.

It should be noted that Occasional Permit regulations state that food must be purchased by the organization hosting the function and provided to the guests at no charge.

Alcohol Events – Occasional Permit Functions “Wine & Cheese Receptions & Get Together”:

Student organizations are entitled to Order from the Classic Fare Catering Simple Takeaways Menu. All students will be asked to show Student ID when placing an order from this menu. Conference & Catering requires orders to be placed at least seven (7) business days in advance.
**Fundraisers: Involving Food outside University Centre:**

Student organization fundraisers with hot or cold savoury foods are only permitted if they meet these requirements. All fundraisers involving food must be scheduled through Conference & Catering Services. This can be done by completing a Catering Waiver and returning it to Conference & Catering Services ten (10) days prior to the event. A $25.00 administration fee will be charged to the student organization.

a) Must have obtained a “Temporary Food Permit” from the Provincial Health Division and provide Conference & Catering Services with a copy of the Permit four business day before the event. (Provincial Health Division, Rob MacKinnon, Ph: 204-940-8363). A Permit is not required for non-potentially hazardous food products.

b) Must abide by all Health Codes and Regulations as outlined by the Provincial Health Department.

**Fundraisers: Not Involving Food inside the University Centre:**

a) Student Group fundraisers not involving food can be held in University Centre anytime during the hours of 8:00 a.m. and 4:00 p.m. provided the students have made the appropriate reservations through either UMSU or Conference & Catering Services. The GSA Lounge, in front of GOSA or Fireplace Lounge would be acceptable locations.

b) Student Groups are limited to one Fundraiser per month. Additional days would be approved upon request, provided they are held after 1:00 p.m. No more than three events per month may be held.

**All Fundraisers must be approved by the University of Manitoba Administration Office.**

**Bake Sales not allowed in University Centre:**

Bake Sales may be held as fundraisers provided they are homemade and not from a commercial facility, must not be in close proximity to a University of Manitoba Dining Services outlet or held anywhere within University Centre. One day per week is acceptable.

Beverages may not be sold as part of the bake sale. The products sold at Bake Sales must have 60% sugar content and not be deemed as a “potentially hazardous food.” A completed Catering Waiver from Conference & Catering Services is necessary and a $25.00 administration fee will be charged.

**LINKS:**

*Catering Waiver Form (Fort Garry Campus)*

*Catering Waiver Form (Bannatyne Campus)*

*Classic Fare Catering Simple Takeaways Menu*

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