Occidental College Campus Dining
Student Food Out Event Guidelines and Contract

PLEASE SIGN AND RETURN WITH YOUR APPLICATION/PARTICIPANT LIST

Overview

Students or departments may request food prepared for a College-approved group event happening outside of the Campus Dining facilities. Unlike catering or special events, a Student Food Out Event is an event for which a limited menu will be provided in bulk containers, charged to participating students’ meal plans. Campus Dining is happy to assist you in planning your event or provide you with the necessary information to make your event go smoothly. For more information please contact Robert Torres at (323) 259-2629 or rtorres@oxy.edu

Specifics

Requests for a Student Food Out Event must be for a bona fide student event through an approved Occidental College organization, association, academic program or activity NOT occurring on the second floor of the JSC or in Samuelson Pavilion (The Tiger Cooler space). Food will be provided in bulk containers. Disposable plates, flatware, napkins and condiments will be provided, but serving utensils are not. Completed applications for Student Food Out Events and all supporting documentation must be received by Campus Dining no later than five (5) calendar days in advance. Meal plan and Flex accounts are not transferable; a student’s meal plan may not be used for a Food Out Event that the student will not be attending. Each student may pay for only one meal per requested meal period. Meal Money and Flex accounts cannot be used to pay for catering or special events, equipment, delivery, extra paper products, equipment rentals or anything outside of standard portions, products or offerings as listed on the Event Application. Receptions and beverage service events are also not available through meal plans. All applications must include a complete list of student names, ID numbers, and the account type to be charged. Submissions via e-mail are accepted.

Black Out Dates

Student Food Out Events are not available during the following campus wide events: Orientation Week, Homecoming & Family Weekend, Founders’ Day, Reading Days, Finals Weeks, Senior Week, Commencement.

Student Food Out Events organized for fall or spring breaks or mid-semester holidays must be approved, in advance, by Robert Torres or Amy Muñoz in the Campus Dining Office.

Steps to a Successful Event

Step 1 Choose the date, time, and location of your event. Reserve your space through the Office of Student Life (an OSL representative will book the space on the Master Calendar) if on Campus.

Step 2 Choose a menu from the menu options section and indicate your choice on the application.

Step 3 Prepare a list of the names, ID numbers and dietary preferences of all participants who will be attending the event.

Step 4 Determine if any guest(s) or if any part of the event is to be charged to an Interdepartmental Charge (IDC). If so, provide the correct account number and department name.

Step 5 Completely fill out and turn in: 1) Application/Participant List 2) Guidelines/Contract to Robert Torres in the Campus Dining office five (5) days prior to the event.

Step 6 Pick up your food at the requested time and have fun!
Requirements:

1. Five (5) calendar days notice is required for all Food Out events. All paperwork must be turned into the Campus Dining office five days in advance.
2. Only one meal per meal period per event may be charged to a student.
3. Names may not be added nor deleted, although valid (1 for 1) substitutions may be made up to three (3) calendar days prior to the event.
4. A valid department account name and number must be provided for any additional charges including but not limited to delivery charges, equipment rentals and any request for food quantities greater than the number of meal plan numbers provided.
5. The host is responsible for ensuring that departments and guests are aware of charges to their account or meal plan.
6. Food WILL NOT be provided for participants with insufficient meal plan funds – your count will be reduced accordingly unless you ARRANGE IN ADVANCE to cover NSF participants with a department account number.
7. Verification of proper storage facilities is required for any event taking place off campus for more than one consecutive meal period.
8. **Food Safety – You will receive food in safe condition. Keeping the food safe is your responsibility:**
   a. A person attending your event must be assigned and responsible for food safety. This person must be a ServSafe™ certified food handler, or have attended Occidental College’s Food Safety Class.
   b. You are responsible for maintaining food temperature at safe levels. All food must be regulated as follows: hot food at 140 F or higher, cold food at 40 F or lower.
   c. Ice used to chill food may not also be used for consuming with beverages. Additional ice is available from Campus Dining.
   d. Chafing dishes are available on a limited basis for a rental fee (submit an equipment request to Robert Torres – rental charges apply).
   e. All perishable food left at room temperature for two or more hours must be discarded.
9. Any food containers and/or equipment provided by campus dining must be returned within 24 hours of completion of the event, or the equipment will be considered lost and will be charged to the host(s).
10. Campus Dining does not provide BBQs, charcoal, lighter fluid or cooking equipment for Food Out Events.
11. All Food Out Events are for students and staff of Occidental College only. It is against college policy to donate, sell, benefit, profit from, or otherwise utilize food, equipment and/or services to any organization, association and/or persons. Food Out Events may not take place on the second floor of Johnson Student Center or in Samuelson Pavilion during Tiger Cooler hours.
12. Campus Dining may make appropriate menu item substitutions to any menu selection without prior notification to the host.

I, representing the persons on the attached meal plan charge agreement form, do hereby signify the intention to organize the Food Out Event as indicated by this application and contract, and authorize Campus Dining to charge meal plans accordingly and IDC account(s) if applicable. I understand and agree to all the above requirements as host of this event. I understand that by not meeting all the requirements for this Food Out Event, the event may be cancelled without prior notice and without refund. All events must meet state and county health department regulations along with Occidental College policies.

<table>
<thead>
<tr>
<th>Printed Name of Host</th>
<th>Signature of Host</th>
<th>Student ID Number (or Dept.)</th>
<th>Date</th>
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