



University of Hawai'i at Mānoa

### General Guidelines and Procedures for Requesting to Serve or Sell Food On-Campus

When the use of University facilities will also involve the *sale or service of food*, groups are required to complete the "Request to Serve/Sell Food on Campus" form. This form must be completed at least three weeks prior to the scheduled event.

Instructions for completing the form:

1. Fill in item #1 through 10 as completely and thoroughly as possible.
2. For #11, Campus Center Meeting and Event Services (CCMES) will determine which signatures are required.
3. In addition to this form, other paperwork may be required. See #10.
4. Please submit completed form with all required attachments to CCMES, Campus Center 209.

### Campus Center Facilities Food Policy

Manoa Dining Services administers food service in Campus Center Facilities, which includes Campus Center, Hemenway Hall, and Warrior Recreation Center. Food service is not exclusive and outside food vendors may be approved to serve food at group meetings and events in Campus Center Facilities. Appropriate forms and approval by CCMES is required. Outside food vendors or outside food may be approved to be sold at Campus Center Facilities' meeting and event spaces if it is for an approved Registered Independent Organization (RIO) or approved UH department fundraiser. Appropriate forms and approval by CCMES is required. Food giveaways at meetings and events open to the public may be permitted with appropriate forms and approval by CCMES. Selling and giving away of beverages must abide by University's beverage contract. **(NOTE: For Category 7 events, all food/beverages must be ordered through Manoa Dining Services Catering.)**

Group (any category) wants to **give away** food (not Manoa Dining Services Catering) at their table spaces/Courtyard or at an event in a room that is **open to the public**:

- If at table space/Courtyard, must be sample size. If in a room, can be any portion size.
- Beverages are subject to stricter rules based on the University's beverage contract.
- Must be non-potentially hazardous foods (unless pre-approved by CCMES).
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (If form indicates potentially hazardous foods = NOT APPROVED unless pre-approved by CCMES.)

Group wants to **sell** food at table spaces/Courtyards or in an event that is **open to the public**:

- Only allowed if it is a RIO fundraiser or UH department fundraiser. (UH Department fundraiser needs VC for Admin, Finance, Operation approval.)
- Beverages are subject to stricter rules based on the University's beverage contract.
- Must be non-potentially hazardous foods (unless pre-approved by CCMES).
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (If form indicates potentially hazardous foods = NOT APPROVED unless pre-approved by CCMES.)
  - RIO FUNDRAISING

*More information on next page.*

### Campus Center Facilities Food Policy continued

Group wants to have a **vendor** come to **sell food** as a **fundraiser**:

- Only allowed if a portion of sales benefits the RIO as a fundraiser.
- Beverages are subject to stricter rules based on the University's beverage contract.
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (If form indicates potentially hazardous foods = NOT APPROVED unless pre-approved by CCMES.)
  - RIO FUNDRAISING
  - RIO FUNDRAISING WITH OUTSIDE VENDOR

Group wants to **sell food or give away food** at event space that is a **closed event/by invitation or registration only**:

- FOOD WAIVER
- FOOD ESTABLISHMENT PERMIT (if food is from a catered company)

If food vendor will be coming to Campus Center/Hemenway Hall facilities to set-up food, liability insurance is required. Liability insurance requirements:

- Commercial general liability insurance with a minimum of \$1,000,000 per occurrence for both bodily injury and property damage;
- Damage to rented premises coverage with a minimum of \$100,000 per occurrence;
- Business automobile coverage with a minimum of \$1,000,000 each accident limit for bodily injury and property damage;
- The policy should state:
  - Certificate holder: University of Hawaii, 2465 Campus Road, Honolulu, HI 96822;
  - "The University of Hawaii shall be named as additional insured";
  - "This insurance shall not be canceled, limited in scope of coverage or non-renewal until after 30 days written notice has been given to the University of Hawaii."\*
  - "It is agreed that any insurance maintained by the University of Hawaii and/or the State of Hawaii will apply in excess of, and not contribute with the insurance provided by this policy";
  - "Insurer waives any subrogation rights against the University of Hawaii"
- Company needs to have sufficient Worker's Compensation and Employer's liability coverage in compliance with the laws of the State of Hawaii.

NOTE: This is a condensed version of the Campus Center Facilities Food Policy. For more information, please see CCMES.

**REQUEST TO SERVE/SELL FOOD ON CAMPUS**

1. Name of RIO, University Program or Department: \_\_\_\_\_
2. Name of RIO, University Program or Department member in charge of the event and contact information (including e-mail address and phone# where you can be reached): \_\_\_\_\_  
\_\_\_\_\_
3. Purpose, date, time, on-campus location where food will be served/sold: \_\_\_\_\_  
\_\_\_\_\_
4. Describe what food items will be served/sold (menu) and the estimated amount of pieces (eg: about 200 whole chickens will be prepared by group at Sinclair Circle for sale): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Indicate where the food will be purchased: \_\_\_\_\_  
\_\_\_\_\_
6. Indicate the name, telephone number and contact person of the licensed facility preparing the food or supervising the food preparation/serving: \_\_\_\_\_  
\_\_\_\_\_
7. If the food is to be transported to an on-campus site from a licensed facility, describe the procedures to be used for the storage of the food product(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: If food vendor will be coming to Campus Center/Hemenway Hall facilities to set-up food, liability insurance is required. See policies on page 1 for insurance requirements.*

8. If the food requires special temperature control, describe the methods for maintaining proper temperatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. If the food will be sold, please describe the method of sale (i.e. pre-sale tickets, on-site sales only, etc): \_\_\_\_\_  
\_\_\_\_\_
10. Depending on the type of food, before any person or organization may operate a temporary food service establishment where food is served or sold, a permit or certificate of approval may be required by the Sanitation Branch, Environmental Protection and Health Service Division, State Department of Health. Telephone number is 586-8000. Located at 591 Ala Moana Boulevard, behind the U.S. Immigration Service Building. If Department of Health clearance is not required, a caterer's 'Food Establishment Permit' must be submitted. For clarification, inquire with CCMES.
  - a. Sanitation Branch requires that an "Application for Temporary Food Service/Food Establishment Permit" be submitted for approval at least two weeks in advance of the food service/sale. A separate set of Public Health Regulations may be obtained.
  - b. If applicable, attach the Department of Health's "Temporary Food Establishment" permit, or a caterer's "Food Establishment Permit" with this form.

**11. Chartered Student Organizations (CSO) and Registered Independent Organizations (RIO) may serve or sell food at venues outside of the Campus Center Facilities (Campus Center, Hemenway Hall & Warrior Recreation Center)**

Groups *selling/serving* food or food products for their meetings, events or functions in University facilities other than those operated by Manoa Dining Services (all areas except Campus Center, Hemenway Hall, Warrior Recreation Center, Queen Lili'ūokalani Center for Student Services and Student Housing) must also obtain permission from Auxiliary Services' Food Services. Please see the Food Services website, <http://manoa.hawaii.edu/food>, frequently asked questions section for more information. Permission should be obtained no later than three weeks prior to date of food service. Off-campus vendors may not utilize food service preparation areas assigned to other on-campus food service providers.

Please obtain signatures from all applicable offices listed below. Please note: groups are only required to obtain the signatures that apply to their request. Please read the headings carefully and go to the CCMES office (CC 209) if you are not sure which signatures are required. Permission should be obtained no later than 3 weeks prior to the date of the service/sale:

1. (ONLY AS APPLIES) If serving/selling on UH-Manoa campus (at buildings other than at Campus Center Facilities, QLCSS, Student Housing):

Food Service Manager, Andy Lachman, Auxiliary Services Building, 1951 East-West Road, Room 210, 956-4798

\_\_\_\_\_  
Signature of Auxiliary Services

2. (ONLY AS APPLIES) Groups Serving or Selling Food in Parking Lots or Parking Facilities:

- a. Commuter Services, Auxiliary Services Building, 1951 East-West Road, 956-9290

\_\_\_\_\_  
Signature of Commuter Services

- b. Campus Security Office, Chief, Auxiliary Services Building, 1951 East-West Road, 956-8211

\_\_\_\_\_  
Signature of Campus Security Office

3. (ONLY AS APPLIES) Groups Serving or Selling Food in Student Housing Facilities:  
Student Housing, Frear Hall, 1st Floor, 956-8177

\_\_\_\_\_  
Signature of Student Housing

Final Review for Groups Serving or Selling Food on-campus:  
Office of Student Life & Development, Meeting & Event Services, Campus Center Room 209, 956-2525

\_\_\_\_\_  
Signature of Student Life & Development

\_\_\_\_\_  
Date

For office use only:

- RIO Fundraising Form / Submitted: \_\_\_\_\_
- Caterer Food Establishment Permit / Submitted: \_\_\_\_\_
- Dept. of Health Permit / Submitted: \_\_\_\_\_