

California State University, Fresno Campus Policy for Food Services

California State University, Fresno has designated University Dining Services (operating unit within the California State University, Fresno Association, Inc.) as the exclusive provider of food services for the entire Fresno State campus. As such, University Dining Services has the first right of refusal for providing all food and beverage for all events being held on the Fresno State campus.

If University Dining Food Services determines that it cannot accommodate an event, the requesting department must submit a “Request for Waiver of University Dining Services” form must be completed and submitted to University Dining Services a minimum of 30 days prior to the event with all the appropriate signatures designated on the form approving the event. The Executive Director of Auxiliary Services or his/her designee reserves the right to grant exceptions, but as a matter of common practice, University Dining Services will be allowed a first right of refusal.

If an exception is granted, the responsible entity must first submit the following information to the Office of Environmental Health and Safety and University Dining Services at least 14 days prior to the event date:

- *Notify and obtain approval from and appropriate licensing as determined by the Fresno County Department of Community Health, with copies provided to the Office of Environmental Health and Safety, and University Food Services (e.g. the appropriate permit applications).*
- *Proof of compliance with Safe Food Handling Laws, governed by the State of California.*
- *Satisfactory Proof of General Liability Insurance providing personal injury and property damage coverage, including products and completed operations coverage, of a minimum of one million dollars (\$1,000,000) per occurrence, with an aggregate coverage amount of two million dollars (\$2,000,000), provided to Environmental Health and Safety, with a copy to University Food Services. The California State University, Fresno Association, Inc., California State University, Fresno and the Trustees of the California State University must be listed as additional insureds on the insurance policy.*

All other University procedures and guidelines for the event must be followed.

Sale of Alcoholic Beverages

The California State University, Fresno Association, Inc. (Association) and The Agricultural Foundation of California State University, Fresno (Ag Foundation) are the only entities licensed by the Alcoholic Beverage Control Board to sell alcoholic

beverages on Fresno State campus. However, the Association, through University Food Services, is the only entity authorized to pour, serve, and sell alcoholic beverages for consumption on the Fresno State campus. Organizations cannot utilize off-campus vendors to pour, serve, or sell alcoholic beverages for consumption on the Fresno State campus.

On occasion, complimentary alcoholic beverages may be available to event participants. In all cases, University Food Services must pour and serve the alcohol, even if the alcohol has been donated. If complimentary alcoholic beverages are made available, there can be no charge to event participants; however, University Food Services will assess a corkage fee to the responsible organization. In addition, complimentary non-alcoholic beverages must also be made available and as prominently displayed as those beverages containing alcohol. Another provision is the requirement for providing high-protein foods for all event participants, if complimentary alcoholic beverages are provided. University Food Services must be contacted at least 30 days prior to the event to coordinate these requirements.

The serving of alcoholic beverages on campus must perform to “POLICY ON CAMPUS USE OF ALCOHOLIC BEVERAGES” (605 1-4) administered by the Vice President for Administration.

For further information regarding this policy, please contact the Director of University Dining Services at (559) 278-3904.

**Request for Waiver of
University Dining Services**

Today's Date _____ Date of Event _____

Name of Group/Event _____

Name & Address of Event Contact _____

Event Contact Telephone Number _____

Location of Event _____

Purpose of Event _____

Description of Event _____

Estimated Attendance _____

Will Alcohol be Served? _____

Name & Address of Proposed Caterer _____

Reason for requesting waiver from University Food Services _____

Required Approvals:

Director of University Dining Services _____ Date

Executive Director of Auxiliary Services _____ Date

Director of Environmental Health and Safety _____ Date

Return completed form to University Dining Services, 5200 N. Campus Drive M/S
RD38, Phone: (559) 278-3904; Fax: (559) 278-2502