

**FOOD GUIDELINES -- WEEKLY STUDENT ORGANIZATION MEETING ONLY**  
**January 31, 2006**

**Student Activities and Campus Life**  
**Associated Students / Aztec Center Meeting Services**  
**Environmental Health & Safety Dept**  
**Aztec Shops**

Note: The following guidelines relate only to student organizations' on-campus weekly meetings approved through appropriate offices (Student Activities and Campus Life, Aztec Center Meeting Services). These are the most current guidelines based on campus policy and may be revised if necessary.

Beginning Feb. 1, 2006, organizations with an average of fewer than 50 members and guests at their weekly meetings may serve food at those meetings provided the following criteria are met:

1. Food served at weekly meetings must come from an established restaurant or grocery store. Guidance on approved perishable and nonperishable food sources appears on page 2.

**Serving home-cooked food without specific approval by Environmental Health & Safety staff is a violation of campus policy and potentially dangerous to organization members.**

2. Approved perishable food served at weekly meetings can only **be served three (3) times in a 90 day period.**
3. The organization is responsible for cleaning up all facilities used according to the following standards:
  - Pickup and proper disposal of garbage
  - Remove all leftover food/beverage items
  - Leave rooms in the same condition you found them
  - Immediately notify facility manager of any spills and stains on carpets and floors

**Groups who fail to conduct the minimum standard cleaning requirements may be billed for cleaning expenses or forfeit the ability to serve food at future meetings.**

(Note: To qualify to use these guidelines, groups with more than 50 members at their weekly meetings must set up a specific meeting plan with one or more of the following offices: Student Activities and Campus Life, Associated Students, Environmental Health & Safety, Aztec Shops.) Centers for Student Involvement will provide guidance for those groups.

**For more information, contact the following offices:**

**Student Activities and Campus Life: 594-5221**  
**Aztec Center Meeting Services: 594-5278**  
**Environmental Health & Safety: 594-6965**  
**Aztec Shops: 594-7502**

## **GUIDANCE FOR PERISHABLE AND NON-PERISHABLE FOOD AND BEVERAGES**

**Service or sale of homemade food at weekly meetings is prohibited. Homemade food includes, but is not limited to, home-prep marinade, home-cut fruit and vegetables and home-baked goods.**

### **Restaurant “To-Go” Food**

Food purchased “to go” from the following restaurants on or near the campus can be served without prior approval of CSI, EHS and Aztec Shops.

- All campus restaurants operated by Aztec Shops or outside chains including Starbucks, Panda Express and Rubio’s
- D.Z. Akins
- 4.0 Deli
- Tiki Hut
- Jack in the Box
- Pat & Oscar’s
- Off –campus pizza restaurants: Woodstocks, Papa John’s, Domino’s, Pizza Hut, Little Caesar’s,
- Chipotle Mexican Grill
- La Torta
- Pita Pit
- McDonalds
- Taco Bell
- Chili’s

**Restaurant “to go” food should be served within one hour of purchase to ensure safety and quality.**

### **Grocery Store Food**

Non-perishable food or beverages purchased from grocery stores (such as Von’s, Ralph’s, Costco, Trader Joe’s, etc.) may be served without prior approval of CSI, EHS and Aztec Shops. These items include, but are not limited to, the following:

- Canned or bottled soda (Dispensing from a liter bottle is prohibited)
- Chips
- Pretzels
- Trail mix
- Boxed juice
- Bottled water
- Granola bars
- Crackers
- Candy

Perishable food from grocery stores may also be served. Examples of such perishable food include, but are not limited to:

- Deli Trays or Deli Sandwiches
- Deli salads
- Prepared trays of cut fruit or vegetables
- Ready-to-serve pizza

**Perishable food from grocery stores should be served within one hour of purchase to ensure safety and quality.**

**Recognized student organizations that violate any part of these guidelines will be held accountable and could be subject to appropriate sanctions per the Student Organization Handbook procedures listed under “Disciplinary Procedures.”**