



UNIVERSITY POLICY

DEPARTMENT: CONFERENCE & EVENT SERVICES, BUSINESS SERVICES	
SUBJECT: FOOD AND BEVERAGE POLICY	PAGE 1 OF 1
POLICY NUMBER: 012808	SUPERSEDES: FOOD POLICY
EFFECTIVE DATE: January 28, 2008	PREVIOUS ISSUED: MARCH 2004

Policy Statement

Loyola Marymount University has a exclusive contractual agreement with the LMU Food Services Provider (Sodexo USA) The exclusive rights to all food and beverage services on the Westchester campus includes first right of refusal. Outside caterers are not allowed access to, or use of LMU Food Service facilities (kitchens, dish rooms or dining areas).

Exceptions to the Policy

Under unique special circumstances an outside caterer may receive approval to support an event if the following requirements are met:

- ⌚ LMU Food Services is unable to provide the food items
- ⌚ Documentation of safe food handling procedures, including: handling of food from purchase, preparation, transportation, delivery, and service are reviewed and accepted by Food services, Auxiliary Management, and University Risk Management Office
- ⌚ Provides a copy of their L.A. Health Services license with an A rating.
- ⌚ Meets the University Fair Living Wage, And Fair Trade Coffee policy for Social Justice.
- ⌚ The outside caterer must meet the University's minimum insurance requirements of \$5,000,000 general liability, \$1,000,000 auto coverage, and statutory workers compensation naming the University as an additional insured
- ⌚ The event cannot be held in any dining room exclusively managed by LMU Food Services (Ahmanson North, Roski Dining, Faculty/ Staff, or other locations managed by Sodexo Food Services)
- ⌚ Final approval must be granted by the Auxiliary Management /Business Services and University Risk Management Offices of Loyola Marymount University.

Please direct any questions about this policy to Auxiliary Management and Business Services at 310.338.5994.