

Events with Food Service or Catering

Sodexo Campus Services must approve all food sold or distributed at student events. This includes bake sales, cultural fairs, dinners, free food distribution and barbecues.

The University has a contractual agreement with the LMU Food Services provide (Sodexo) that gives them exclusive rights to all food and beverage services on the Westchester campus with first right of refusal. Under no circumstances may an outside caterer be allowed access to or use LMU Food Service facilities (kitchens, dish rooms or dining areas).

Procedure

- Complete an Activity Planner and identify whether Sodexo Campus Services, the organization or an outside vendor will provide food for the event.
- Submit the Activity Planner to Sodexo for their approval signature for all events involving food.
- Student Leadership & Development will not approve an event involving food without an approval signature from Business Affairs and Sodexo Campus Services.
- Submit all required items to Student Leadership & Development along with the completed Activity Planner.

Catering through Sodexo Campus Services

- Sodexo Campus Services has a catering menu designed specifically for student groups.
- A staff member is available in the Catering Office to help student groups select a menu in line with their budget.

Outside Catering

- It may be possible to use an outside caterer when:
 - The food is unique or difficult to produce, such as an international delicacy.
 - Food and preparation are donated.
- Under 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 both the food services and University Risk Management office.
 - Provides a copy of their L.A. Health Services license with an A rating.
 - 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.
 - The event can not be held in any dining room exclusively managed by LMU Food Services (Ahmanson North, Roski Dining).
 - Final approval must be granted by the University Risk Management office.
- Sodexo Campus Services will provide information to help obtain the above requirements.
- A completed Self Provided Catering form must be submitted along with the Activity Planner before Student Leadership & Development will approve the event if an outside vendor is providing food.

Student Group Provided Food

- Sodexo Campus Services requires a Self Provided Catering form to be completed if the student group provides food.
- If you wish to provide your own food, you must comply with all health codes involving storage and preparation practices.
- A completed Self Provided Catering form must be submitted along with the Activity Planner before Student Leadership & Development will approve the event.