

## POLICY ON FOOD OR BEVERAGE SERVICE ON UNIVERSITY SPACE

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**Effective Date:** June 1, 2011

**Originating Office:** Office of the  
Vice-President, Services

**Supersedes /Amends:** N/A

**Policy Number:** VPS-7

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### PURPOSE

Concordia University (the “University”) recognizes that the service of food or beverage fulfils an important social as well as nutritional function in the community life of the University. The University further recognizes the diverse food needs of its community and encourages the participation of specialty caterers amongst its approved caterers.

The purpose of this Policy is to ensure that the service of food or beverage is done in a safe and responsible manner.

The service of food or beverage on University Space (as defined below) is a privilege granted to members of the University and external clients on the condition that such service does not:

- contravene any law, ordinance, rule and/or regulation of Canada, Quebec and the City of Montreal, or
- pose an unacceptable or apprehended risk to people or property, or
- contravene any University policy, rule or regulation. Relevant University policies, rules and regulations include those specifically communicated to anyone organizing a food or beverage related event on University Space as well as all policies posted on the University’s [Official Policies](#) website.

### SCOPE

This Policy applies to:

- all students, employees, academic and administrative units of the University organizing a food or beverage related event on University Space
- all student groups including all student associations, clubs and groups recognized by the University in accordance with the *Policy on the Recognition of Student Organizations and the Use of University Space* ([VPS-10](#)) organizing a food or beverage related event on University Space

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 2 of 8

- any external individual or group organizing a food or beverage related event, and/or preparing and/or serving food or beverage on University Space
- any approved caterer, food or beverage service provider who may prepare and/or serve food or beverage on University Space.

Any provision of any University policy, rule or regulation which is inconsistent with this Policy is superseded and replaced by the provisions of this Policy. Subject to any written, binding contractual arrangements to the contrary, the University shall not be bound by any ongoing or previous arrangement with respect to any items covered by this Policy.

### DEFINITIONS

For the purposes of this Policy, the following definitions apply:

“University Space” means any interior or exterior space or facility which is occupied, owned or leased by the University.

“Designated Space Administrators” means offices that have authority to reserve certain University Space and authorize the service of food or beverage on such Space in collaboration with Environmental Health & Safety and the Security Department. They are responsible for providing all relevant information regarding University policies, procedures, guidelines and processes concerning food or beverage related events on University Space. A list of Designated Space Administrators and their venues can be found on the [Hospitality Concordia](#) website.

### POLICY

1. The University will not be liable for any complaints and/or health problems arising from the consumption of food or beverage in University Space.
2. The University does not guarantee that food or beverage sold or served at commercial outlets or during food-related events in University Space has not come in contact with food allergens. Anyone with food allergies or who has specific concerns is urged to inquire with the food service provider/caterer prior to consuming such food or beverage.
3. Any individual, group or service provider who sells and/or serves food or beverage on University Space shall comply with all federal, provincial and/or municipal legislation pertaining to the purchase, storage, preparation and service of food or beverage and will conform to generally accepted standards of care including but not limited to the

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 3 of 8

[Concordia University Procedures for the Sale or Service of Food](#) and the [Guide for Food Handlers](#).

4. The Vice-President, Services, may designate certain space of the University as exclusive to a food service provider.
5. Only those vendors operating under existing contractual agreements with the University or as a sub-lessee to such agreements are authorized to sell food or beverage on University Space, either through commercial outlets or other means, as per the terms of their contractual agreements. All such vendors are responsible for obtaining all permits necessary to operate, prepare and serve food or beverage on University Space and ensure that these permits remain current.
6. The right to operate a permanent kitchen or cooking facility or to install vending machines on University Space is granted by the Vice-President, Services. This right cannot be transferred unless authorized in writing by the Vice-President, Services.
7. All events on University Space that include the service of food or beverage must be planned and carried out with the Designated Space Administrator who shall collaborate with Environmental Health & Safety and the Security Department prior to authorizing the event.
8. It is prohibited to bring food or beverages in space reserved for events unless authorized, in writing, in advance, by the Designated Space Administrator.
9. All non-alcoholic beverages served or sold on University Space must be in conformity with and not violate the University's contractual agreement(s) with its beverage provider(s). Such agreement(s) are authorized by the Vice-President, Services. See the [List of Non-Alcoholic Beverages which can be Served or Sold on University Space](#).
10. Food and beverage, to the exclusion of water, are not permitted in the University's libraries. Water may be brought into a University library in a closed container and should be handled with care.
11. Food and beverage are not permitted in laboratories, studios and workshops.
12. Food is not permitted in classrooms unless authorized by the Designated Space Administrator for a non-academic event. In such circumstances, additional cleaning fees may apply.

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 4 of 8

13. The service of donated produce for cooking purposes is prohibited unless it is monitored by a contracted vendor per [Section 5](#) of this Policy.
14. Donated food or beverage for University events may only be in the form of non-perishable, factory sealed products or beverages as limited per [Section 9](#) above.
15. The sale, service and consumption of alcoholic beverages at events held on University Space are subject to the *Policy on the Sale and Service of Alcohol on University Premises (VPS-3)* and relevant procedures.
16. Questions and comments regarding the service of food or beverage can be addressed to the relevant Designated Space Administrator.
17. The University reserves the right to cancel an event without notice, suspend future event booking privileges, and apply penalties to individuals/groups or caterers who have failed to respect the terms of this Policy, food or beverage services contracts and catering agreements.

### CATERED EVENTS ON UNIVERSITY SPACE

18. Catering services for events held on University Space, where food or beverage is served or sold, will be provided only by approved food service caterers who form part of the University's approved caterers list.
19. Anyone wishing to host a catered event will be required to select a caterer from the [University's list of approved caterers](#) as they appear on the [Hospitality Concordia](#) website. Only those caterers will be permitted to cater events on University Space.
20. Any caterer who wishes to be considered for inclusion on the University's list of approved caterers must submit a written proposal to [Hospitality Concordia](#).
21. Caterers who fail to adhere to this Policy and/or any terms and conditions outlined in their contractual agreement with the University shall have their contracts terminated, will be removed from the University's list of approved caterers, and will no longer be permitted to provide food or beverage services on University Space.

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 5 of 8

### SELF-CATERED EVENTS ON UNIVERSITY SPACE

22. Prior written authorization, from the relevant Designated Space Administrator, is required in order to sell, prepare or serve food or beverage on University Space for self-catered events. Self-catered events include events where food is prepared and handled on site such as, but not limited to, B.B.Q.s, bake sales, pot-lucks that are not serviced by a University approved caterer.
23. Anyone organizing a self-catered event on University Space is responsible for reading and signing the [Sale or Service of Food on Campus Waiver Form for Self-Catered Events](#) (the “Waiver”). The signed Waiver must be remitted to the relevant Designated Space Administrator for approval.

Furthermore, anyone organizing a self-catered event on University Space is responsible for obtaining a Special Events Permit from the *Ministère de l’Agriculture* when required, as outlined in the [Waiver](#). A copy of such permit must also be remitted to the relevant Designated Space Administrator.

24. Failure to comply with the terms of this Policy and the terms of the [Waiver](#), once approved, may result in the cancellation of the sale or service of food or beverage and/or the cancellation of the event without notice.

### DESIGNATED SPACE ADMINISTRATORS

25. [Designated Space Administrators](#), as they appear on the [Hospitality Concordia](#) website:
  - a) are responsible for the implementation of this Policy
  - b) will inform individuals/groups who wish to proceed with a catered event, in their designated venue(s), of this Policy, the relevant procedures, guidelines and processes for such an event, including the requirement to select a caterer from the University’s list of approved caterers.
  - c) will inform individuals/groups who wish to proceed with a self-catered event, in their designated venue(s), of this Policy, the relevant procedures, guidelines and processes for such an event, including the requirement to sign the [Waiver](#) and, when required, the requirement to obtain a Special Events Permit from the *Ministère de l’Agriculture*.

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 6 of 8

### ENVIRONMENTAL HEALTH AND SAFETY

26. The Environmental Health and Safety Office (“EH&S”) shall:
- a) have the authority to inspect the preparation, sale or service of food or beverage on University Space. EH&S shall also have the authority to cancel the sale or service of food or beverage and/or the event for non-compliance with any provision of this Policy
  - b) maintain and communicate food or beverage safety guidelines based on current legislation and best practices
  - c) provide information on training and food safety.

### SECURITY

27. The University’s Security Department may inspect any food-related event on University Space and may report any concerns related to the sale or service of food or beverage to EH&S and the relevant Designated Space Administrator. In addition, the University’s Security Department shall have the authority to cancel the sale or service of food or beverage and/or the event for non-compliance with any provision of this Policy.

### REVIEW COMMITTEE

28. Under the authority of the Vice-President, Services, this Policy shall be overseen by a review committee.
29. The review committee shall be made up of representatives from:
- Hospitality Concordia
  - the Dean of Students Office
  - EH&S
  - the University’s Security Department
  - the Risk and Liability Office and
  - the Office of the General Counsel

## POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 7 of 8

30. The review committee shall:
- periodically review the present Policy and its related procedures and practices
  - identify specific problem areas and recommend remedial solutions
  - recommend methods for enforcement of the present Policy
  - recommend revisions to this Policy to the Vice-President, Services.

### Related Policies

Policy on the Temporary Use of Space ([VPS-24](#))

Policy on the Sale and Service of Alcohol on University Premises ([VPS-3](#))

Policy on the Recognition of Student Organizations and the Use of University Space ([VPS-10](#))

POLICY ON FOOD AND BEVERAGE SERVICE ON UNIVERSITY SPACE

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Page 8 of 8

APPENDIX

List of non-alcoholic beverages permissible on Concordia University premises

- Minute Maid (juices)
- Nestea (flavored teas)
- Gold Peak (flavored teas)
- Coke (soft drinks)
- Sprite (soft drinks)
- Ginger Ale (soft drinks)
- Dasani Waters / Sparkling Waters (flavored)
- Badoit Mineral Waters
- Glaceau Vitamin Waters
- PowerAde (flavored)
- Core Power (flavored)

*Prepared by Hospitality Concordia for the Agreement for Catering Services.*

*Last updated: October 2017*