



POLICY ON FOOD OR BEVERAGE SERVICE ON UNIVERSITY SPACE

Effective Date: April 12, 2024

Approval Authority: Vice President,
Services and Sustainability

Supersedes /Amends: 1 June 2011

Policy Number: VPSS-7

SCOPE

This Policy applies to:

- all Students and Employees (as such expressions are defined below) of Concordia University (the “University”);
- all academic and administrative units;
- all registered Student Groups or Organizations (as defined below) recognized by the University in accordance with the *Policy on Student Associations and Groups* ([PRVPA-10](#)) and the *Policy on Temporary Use of University Space* ([VPSS-24](#));
- any External Party (as defined below) organizing an Event (as defined below), and
- any [Approved Caterer](#) (as defined below), food or beverage service provider who may prepare and/or serve food or beverage on University Space (as defined below).

Any provision of any University policy, rule or regulation, guideline, directive and the like, if inconsistent with this Policy, as far as it relates to the subject matter of this Policy, is superseded, and replaced by this Policy.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.

PURPOSE

The University understands 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.

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The Policy provides guidance to ensure that all Events on University Space do not:

- contravene any law, ordinance, rule and/or regulation of Canada, Québec, and the City of Montréal, or pose an unacceptable or apprehended risk to people or property, or contravene any University policy, guideline, rule or directive.

DEFINITIONS

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

“Approved Caterers” means the caterers that went through the University Request For Qualification (as defined below) process, are under contract with the University and are on the University [Approved Caterers](#) list.

“Authorized Reservation Process” means the reservation process established by each [Designated Space Administrators](#) (as defined below).

“Bake Sale(s)” means an Event where Low Risk Food (as defined below) is bought or donated, sold for funding initiatives. A Bake Sale shall be a Self-Catered Event for the purposes of this Policy.

“Designated Space Administrator(s)” means individuals who are authorized to reserve certain University Space for an Event. They are responsible for ensuring compliance with the Authorized Reservation Process, this Policy and all University policies, procedures, and guidelines regarding the reservation of temporary use of university space. A list of [Designated Space Administrators](#) and their venues can be found on the [Hospitality Concordia’s](#) (as defined below) website.

“Employee(s)” means any full-time, part-time or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns; any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University.

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“Environmental Health and Safety” or “EHS” means the University office that reviews applicable provincial and municipal regulations related to food safety and communicates their implication for on campus events where food is sold or served.

“Event” means any event on University Space where food and/or beverages are being made available or sold. All Events shall be delivered by an [Approved Caterer](#) and excludes a Self-Catered Event.

“Event Organizer” means any Employee, External Party, Student Group or Organization, acting as the main organizer for an Event. The Event Organizer ensures compliance with all applicable University policies, guidelines, rule and directive.

“External Party(ies)” means guests, visitors, prospective faculty, prospective donors, benefactors, persons, groups or organizations and other stakeholders who are not members of the University and who wish to use University Space for an Event. For greater clarity, Employees, Students, and all academic and administrative units are not considered as being External Parties and are subject to this Policy.

“Food Leftover Donation” means the donation of food supported through a program managed by [Zero Waste Concordia](#) and/or [Hospitality Concordia](#) in an effort to reduce waste and align with sustainability initiatives.

“High Risk Food” means food which consists in whole or in part of a milk product, eggs, meat, or any other natural or synthetic ingredient, in a form or state capable of supporting the growth of infectious or toxicogenic microorganisms. This term also includes cooked vegetables and grains. These foods must be kept and served hot or cold.

“Hospitality Concordia” means the University office that acts as the main administrator of the [Approved Caterers](#) list, manages the Concordia Conference Center Bar Permit on MB 9th floor and oversees the Cold Beverage Contract; also acts as the biggest [Designated Space Administrator](#) at the University and as Event planner and consultant for the planning of Events.

“Low Risk Food” means foods that pathogens have trouble surviving in because they are drier, have a high sugar or salt content, or are more acidic. These foods do not need to be kept hot or cold.

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“Non-Academic Event” means any Event not related to a specific University course or as part of the University’s academic curriculum.

“Request for Qualification or “RFQ” means a qualification process from [Procurement Services](#). Only those suppliers who successfully respond to the RFQ and meet the qualification criteria are included as University preferred suppliers.

“Self-Catered Event(s)” means an Event held on University Space where the Event Organizer (or its representatives) received an authorization from [Hospitality Concordia](#) and [EHS](#) to work with a food provider outside of the [Approved Caterers](#). Where High-Risk Food is being sold or made available, the Event Organizer is required to obtain and/or have a valid [Special Events Permit](#) from the *Ministère de l’Agriculture des Pêcheries et de l’Alimentation* prior to such Self-Catered Event.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns.

“Student Group(s) or Organization(s)” means any Student or Student collective forming a group for the purposes of pursuing an activity, whether or not funded by a student fee levy.

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

POLICY

Events on University Space

1. The University will not be liable for any complaints and/or health problems arising from the consumption of food or beverage on University Space, whether part of an Event or not.
2. The University does not guarantee that food or beverage sold or served at commercial outlets or during food-related Events on 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.

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3. Any individual, group or service provider (not including an Employee, Student or Student Group or Organization) who organize an Event on University Space must 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 [Concordia University Procedures for the Sale or Service of Food](#) and the [Guide des bonnes pratiques d'hygiène et de salubrité alimentaire](#).
4. The Vice-President, Services and Sustainability, may designate certain spaces of the University as exclusive to a food service provider.
5. Only vendors operating under 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 and Sustainability. This right cannot be transferred unless authorized in writing by the Vice-President, Services and Sustainability. Any requests for additional space, for re-location and for alterations or renovations to existing University facilities shall be in compliance with the *Policy on Space Allocation, Utilization and Alteration* ([VPSS-60](#)).
7. All Events on University Space must be planned and carried out with the [Designated Space Administrators](#) who shall collaborate with [EHS](#) and the [Campus Safety and Prevention Services \(the "CSPS"\)](#) prior to authorizing the event.
8. All non-alcoholic beverages served or sold on University Space as part of an Event 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 and Sustainability.

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9. The sale, service and consumption of alcoholic beverages at Events are subject to the *Policy on the Sale and Service of Alcohol on University Premises* ([VPSS-3](#)) and relevant procedures.
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 spill-proof containers 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 be the responsibility of the Event Organizer.
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. Sponsored food or beverage for an Event may only be in the form of non-perishable, factory sealed products or beverages.
15. Questions and comments regarding the planning and conduct of any Event can be addressed to the relevant [Designated Space Administrators](#).
16. The University reserves the right to cancel an Event without notice, suspend future Event booking privileges, and apply penalties to Employees, Students, Student Groups or Organizations and External Parties or caterers who have failed to respect the terms of this Policy and applicable food, beverage services or catering contracts.
17. Catering services for Events held on University Space, will be provided only by approved food service caterers who form part of the [Approved Caterers](#) list.
18. Catering services for virtual events where food is delivered at a participant's home, will be provided only by [Approved Caterers](#). Anyone wishing to host an Event will be required to select a caterer from the [Approved Caterers](#) list as they appear on the [Hospitality Concordia](#) website. Only those caterers will be permitted to cater virtual events hosted by the University.

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19. The University selects the [Approved Caterers](#) through its RFQ process and as such they are under the contract with the University. Any new caterers must go through the RFQ process to be designated an Approved Caterer.
20. Caterers who fail to adhere to this Policy and/or any terms and conditions outlined in their contract with the University shall have their contracts terminated, will be removed from the [Approved Caterers](#) list, and will no longer be permitted to serve any Event on University Space.

Self-Catered Events on University Space

21. Prior written authorization, from the relevant [Designated Space Administrator](#), is required in order to organize a Self-Catered Event on University Space.
22. Anyone organizing a Self-Catered Event on University Space is responsible for completing 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, prior to the Event.
23. Anyone organizing a Self-Catered Event on University Space where High Risk Food is served and sold is responsible for obtaining a [Special Events Permit](#) from the *Ministère de l’Agriculture des Pêcheries et de l’Alimentation* 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’ Responsibilities

25. [Designated Space Administrators](#):
 - a) will inform Employees, Students, Student Groups and Organizations who wish to proceed with a Catered Event, in their designated venue(s), of this Policy, the relevant

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procedures, guidelines and processes for such an event, including the requirement to select a caterer from the [Approved Caterers](#) list.

- b) will inform Employees, Students, Student Groups and Organizations 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, des Pêcheries et de l'Alimentation](#).

Environmental Health and Safety

26. EHS shall:

- a) have the authority to inspect the preparation, sale or service of food or beverage on University Space at all Events. [EHS](#) shall also have the authority to cancel the sale or service of food or beverage and/or any 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; and
- c) provide information on training and food safety.

Security

- 27. [CSPS](#) may inspect any Event and may report any concerns related to the sale or service of food or beverage to [EHS](#) and the relevant [Designated Space Administrators](#). In addition, [CSPS](#) shall have the authority to cancel the sale or service of food or beverage and/or any Event for non-compliance with any provision of this Policy.

Sustainability

- 28. All Events should follow the [University Sustainability Strategic Plan](#). Event Organizers and [Approved Caterers](#) are encouraged to contribute to the reduction of waste by participating in the Concordia-wide system for Food Leftover Donation.

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Policy Responsibility and Review

29. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.