



NORRIS UNIVERSITY CENTER'S STUDENT ORGANIZATION FOOD DONATION AND SPECIAL FOOD REQUEST POLICIES

Sodexo holds an exclusive contract with the Norris University Center to provide catering service for all events and programs held in the Center's meeting rooms and adjacent lawn areas. In an attempt to support the needs of University recognized student organizations, Sodexo and Norris University Center will allow recognized student organizations to bring food and non-alcoholic beverages (donated and/or purchased by local vendors) into these spaces provided the following guidelines are maintained:

1. Student organizations requesting to bring **donated** food items into the Center must complete and submit the *Food Donation Form* at least **ten (10) business days prior to the event date – no exceptions**. All donated food items must be approved by the Associate Director, Norris – Event Management. (Recognized student organizations must follow all policies established by the Northwestern Office of University Relations when approaching area businesses for donations.)
2. Student organizations requesting to bring **purchased** food items into the Center must complete and submit the *Special Food Request Form* at least **ten (10) business days prior to the event date – no exceptions**. Exceptions to Sodexo's exclusive catering contract will be given to events requiring special dietary considerations or unique cultural food items.

(It is in the best interest of student organizations to submit aforementioned forms as far in advance of the event date as possible. Because requests may be denied, student organizations may require the services of another venue and time will be needed to secure alternative event locations.)

3. Food service items (e.g. cups, utensils, linens, etc.) may be provided by the student organization or purchased/rented from Norris Center Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
4. Refrigeration, cooking, and heating services using the catering kitchen or Willie's Food Court kitchen are prohibited. Chafing dishes and warming ovens may be rented through Norris Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
5. Unused donated pre-packaged foods that do not require temperature control may be taken home with the students in the organization.
6. All student organizations that receive approval for food donations or special food requests are required to leave meeting rooms and lawn areas in the condition in which they found them at the beginning of their meeting, program, or event. *Clean-up after all events with donated or outside food is the responsibility of the student organization*. Organizations that leave meeting rooms or surrounding lawns dirty will be charged a minimum clean-up fee of \$150.00. Any student organization charged more than once per quarter will lose its privilege to bring in donated food for one academic year (total of three quarters) and reservation privileges may be revoked for an entire quarter.

7. All food and beverage service in Norris University Center meeting rooms and surrounding lawns not approved **in advance** or not provided by Norris Sodexo Catering will be considered in violation of Norris Center policies. If a group purchases food and claims it as a donation, a \$150 fine will be imposed and reservation privileges may be revoked for an entire quarter.
8. Student organizations do not have the necessary credentials or health permits to sell donated food items in the Norris University Center and surrounding lawns.
9. *Donated Food Forms* and *Special Food Request Forms* are available in the Events Planning Office located on the 3rd floor of the Norris University Center and can be found on the Norris University Center's website (http://www.norris.northwestern.edu/em_policies.php or http://www.norris.northwestern.edu/org_policies.php).