



## AUXILIARY SERVICES

# Catering and Food Handling Procedures

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## Overview

Catering services for events held at locations managed, owned, or leased by Albany State University (ASU) are governed by these guidelines. These rules cover the preparation, service, sale, or distribution of any food on ASU property.

**Note:** Tailgating (during designated athletic or special events) is considered a recreational activity and is excluded. Please get in touch with Athletics for tailgating policies (during athletic activities and the Events Office for all other inquiries).

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## Definitions

- **Catering:** Providing food and drink for groups of 20 or more.
  - **Full-Service Catering:** Includes food preparation, delivery, setup, service, cleanup, and supplies (tablecloths, cutlery, etc.).
  - **Off-Campus:** Any location not owned, leased, or controlled by ASU.
  - **On Campus:** Any location owned, leased, or controlled by ASU.
  - **Off-Site Catering License:** A permit that allows a vendor to serve food at locations beyond their primary base.
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## Approved Catering Provider

Elior Collegiate Dining is the exclusive on-campus catering provider. Catering requests must be submitted at least **ten (10) business days** before the event.

To request catering:

- Submit a **“Request for Approval of Catering Event”** (Appendix A).
- Submit requests via [CaterTrax](#).

**Late submissions incur a \$50 fee or may result in denial.**

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## Available Catering Options

- Aladdin full-service catering
- Aladdin “No Strings Attached” catering
- Department/organization prepares and serves food
- Approved external caterer
- Individuals provide food from personal funds

The “No Strings Attached” Catering Guide is available from the Elmor Collegiate Dining Catering Manager, 229.500.3628. This service is offered to students and ASU entities, not to the general public.

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## Exceptions to Exclusive Catering

Exceptions must still be approved and may include:

- Fewer than 20 participants
  - All food and supplies are donated
  - Food prepared by the organization/department
  - Uncooked product purchased from Elmor Collegiate Dining
  - Fundraising events
  - Total food/beverage cost is under \$100
  - Casual food such as deli trays, sandwiches, chips, etc., brought to the university campus by a university employee or student who has been purchased with personal funds and does not require setup or service
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## External Vendor Requirements

For external vendors, complete the [“Outside Food Vendor Request Form.”](#)

Requests for external vendors require **written approval** at least **ten (10) business days** before the event.

If approved:

- Vendor must sign **Release of Liability** form (Appendix A).
  - Submit:
    - Off-site catering/business license
    - Certificate of liability insurance (\$1,000,000+ with ASU listed as additional insured)
    - Copy of last health inspection
    - Documentation of experience
  - Vendor must NOT use ASU kitchen facilities.
  - A \$50 late fee applies if deadlines are missed.
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## Fire & Safety Requirements

- **Signage:** Display a sign stating **“Albany State University is not responsible for the preparation, cooking, or service of food at this event.”**
- **Fire Extinguisher:** Must have an ABC extinguisher within 10 feet of open flames, 20 feet clearance for required fire lanes, and a minimum of 3 feet radius around fire hydrants.
- **Open Flames:** Minimum 100 feet from buildings and supervised at all times.
- **Extension Cords:** Must be heavy-duty, 3-pronged, UL-approved, not overloaded or exposed to wet conditions.
- **Approved Cooking Methods:**
  - Liquid propane gas
  - Electric appliances
  - Charcoal grills
- **Trash/Oil Disposal:**
  - Clean grills after use
  - Dispose of ashes in designated metal receptacles
  - NEVER pour oil into the campus or city sewer/drains

Violations may result in event termination and loss of future privileges.

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## Albany State University Employees Volunteering to Grill

- Must grill after regular business hours
  - Must be on authorized leave
  - Activity must be outside regular job duties
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## Food Service & Sales

- Approval is required for all food-related activities, including free food and sales.
  - Approval from Auxiliary Services and Student Affairs is mandatory.
  - Unauthorized food distribution may lead to fines or disciplinary action.
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## Off-Campus Events

- ASU does not issue food permits for off-campus events.
  - Follow FDA food handling best practices as outlined below.
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## Health & Safety Guidelines

Particular care must be taken at all stages of food handling, including transportation, storage, preparation, and service, by officially recognized student organizations and departments that wish to serve or sell food. People

may potentially suffer from food poisoning or a foodborne illness due to contaminated food. Auxiliary Services, the Department of Student Affairs, and the university assume no responsibility for the quality of food served or sold on campus by organizations, departments, or outside vendors or for the health of individual preparers and servers.

Practicing proper food handling techniques will protect members and guests from foodborne illness and contamination. Below are some tips to keep in mind when preparing, storing, and cooking food.

- Wash your hands, utensils, and surfaces thoroughly before and during food preparation.
- Rinse all fruits and vegetables—even those with skins.
- Use gloves and utensils when handling food.
- Pack beverages in one cooler and perishable foods in another.
- Meat, poultry, and seafood may be packed while it is still frozen so that they stay colder longer. Be sure to keep raw meat, poultry, and seafood securely wrapped and stored in different coolers from ready-to-eat, pre-cooked food, fruits, and vegetables so their juices do not contaminate the other products.
- Keep:
  - Cold foods < 40°F
  - Hot foods > 140°F
- Discard food left out:
  - Over 2 hours at room temp
  - Over 1 hour above 90°F
- Separate raw and cooked foods.
- Use food thermometers:
  - Ground beef/pork: 160°F
  - Poultry: 165°F–180°F
  - Fish: 145°F
- Marinate foods in the refrigerator, not on the counter or outdoors. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion separately before adding the raw meat, poultry, or seafood. Do not reuse the marinade.
- Do not use the same platter and utensils that previously held raw meat or seafood to serve cooked meats and seafood.
- No smoking or pets near food.
- Sick individuals or those with open wounds must not serve food.

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## Post-Event Cleanup

- Dispose of all trash
- Remove all food/beverages
- Leave room as found
- Notify facilities of any spills or damage

Groups that fail to clean properly may be fined or have their food service privileges revoked and be subject to a \$50 cleaning fee.

EXHIBIT A  
**FOOD SERVICE LIABILITY WAIVER**  
For Organizations Not Purchasing Food from the Dining Contractor

Name of Organization: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Activity/Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Description of Event: \_\_\_\_\_

**Assumption of Risk and Waiver of Liability:** In consideration of the above, I/we, assume all risks associated with the preparation of food products supplied under this Agreement, including matters of health and safety associated thereof. I/we do hereby **release, waiver, discharge, and covenant not to sue** Albany State University or their respective Trustees, officers, employees, students and agents from liability **from any and all claims including the negligence of Albany State University their respective Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from any and all food products provided under this Agreement.

**Indemnification and Hold Harmless:** I agree to INDEMNIFY and HOLD Albany State University or Elior Collegiate Dining and their respective Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in my negligence in the preparation or delivery of food products served under this Agreement and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I am signing the agreement freely and voluntarily and **intend by my signature to be a complete and unconditional release of all liability** as relates to this Agreement to the greatest extent allowed by law.

**Event Organizer**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor/Caterer Representative**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REVIEW AND APPROVAL**

**Albany State University Representative**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Elior Collegiate Dining Representative**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_