CSUSM Food Service Procedures

I. CSUSM Food Service Procedure Instructions:

a. Catering

Contractually, all food for on campus events and meetings totaling more than $250, and meet the catering definition, must be provided through CSUSM Dining Services. Complete the Catering Request Form to request catering from CSUSM Dining Services.

b. First Right of Refusal
   1. If CSUSM Dining Services is unable to provide the service you have requested, you will be given confirmation of First Right of Refusal. Retain the First Right of Refusal email for your Hospitality Form and ProCard packet.
   2. Upon receiving First Right of Refusal, please choose an Approved Off-Campus Caterer or Food Truck.
   3. CSUSM Safety, Health & Sustainability requires a Temporary Food Permit for caterers preparing food on campus, this includes Food Trucks.

c. Approved Off-Campus Caterers
   1. Approved Off-Campus Caterers and Food Trucks have submitted all the necessary CSUSM Corporation Insurance Requirements, Business License, Public Health Permit and have an ongoing agreement with CSUSM Corporation.
   2. CSUSM Corporation has a process to request caterers or Food Trucks be added to our Approved Off-Campus Caterer list by submitting a New Catering Request Form to corp@csusm.edu.

d. Offering Food at Public Tabling Events
   1. Public tabling requests involving food must adhere to the CSUSM Food Services Policy, Food Safety Guidelines and must meet University criteria and be approved by ECS by following the Procedures for Requesting Permission to Table on Campus.
   2. All food sold, dispensed, or given away shall be pre-packaged or professionally prepared, and comply with CSUSM sustainability policies.

II. CSUSM Food Service Policy Forms:

a. Request Events and Conference Services: Events and Conference Services
b. Request for Catered Event: Catering Request Form

c. Request to add a new approved caterer: New Caterer Request Form
d. Food Service Policy Standard Release of Liability Form: CSUSM Corporation Release of Liability and CSUSM Waiver of Liability
e. Safety, Health and Sustainability request for Temporary Food Facility Permits (On and off campus groups)

III. CSUSM Food Service Policy Questions:

a. Questions regarding a requested space for tabling and/or events should contact the appropriate approver of desired space: Event and Conference Services
b. Food-related questions or catering requests, please contact: Catering@csusm.edu
c. Questions regarding food safety and Temporary Food Facility Permits should contact SH&S Safety, Health, & Sustainability
d. If you have any questions regarding this policy, contact corp@csusm.edu.