

Wisconsin Union Procedure DS1-4e
Use of Wisconsin Union Large Spaces for RSO Food Events Open to the Campus
Community and their Guests

Purpose:

As part of the Wisconsin Union's efforts to support authenticity in cultural food events, **Tripp Commons, Great Hall in Memorial Union and Varsity Hall** in Union South will be available for Registered Student Organization sponsored events for groups of up to 500 people. Exact event size is based on capacity of the room space; event will be open to the University community & their guests- one Sunday per month in alternating buildings to be determined by the Campus Event Services Office. Spaces and dates would be selected as part of the RSO Lottery.

This procedure was written in cooperation with two UW agencies – Environmental Health and Risk Management. It establishes guidelines for the use of the spaces as well as those that protect the health & safety of participants.

Procedure FR1-4e: Use of Wisconsin Union Large Spaces for RSO Food Events Open to the Campus Community & their Guests

1. An RSO may wish to hold an event that is open to the University community & their guests. Unlike potlucks (see DS1-4c), this procedure allows the RSO to charge participants associated with it and organizers may advertise their events to the University community.
2. **Campus Events Services Office (CESO) is the first contact for the student group.** They will make the reservation and set up the necessary arrangements.
3. Groups must go through the Large Event Guidelines and Security meeting.
 - See procedure FM3-0c
4. An RSO may choose to have their event catered in whole by the Wisconsin Union. If an RSO prefers this route, **CESO must be contacted a minimum of 3 months prior** to the event.
 - Wisconsin Union Catering will work with the organizers to prepare authentic food options.
 - Organizers will have the ability to submit recipes and do a taste testing prior to the event at the RSO's expense. These must be decided at the time the group reserves the space.
 - If Wisconsin Union Catering is preparing the meal and serving it, charges will be determined on a case-by-case basis based on the menu and the level of service provided.
5. The RSO **may not** bring food from members' homes into the building for any event that is open to the University community & their guests. Wisconsin Union Catering and/or Building Managers will confiscate all homemade food items.

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6. An RSO has the option of contacting and contracting with a licensed & insured restaurant. The restaurant **MUST** be a current Approved Vendor of the University of Wisconsin via ShopUW+.
- Under ShopUW+
 - i. When shopping in ShopUW+ for a Supplier product or to make a purchase, if a Supplier is “Active” for purchasing in ShopUW+, they are considered an approved Supplier.
 - ii. You may direct Suppliers to upload their own Certificates of Insurance through the [Jaggaer Supplier Portal](#). If you have insurance certificates to be attached to the supplier record, or if you want to purchase from a Supplier that is “Inactive” in ShopUW+, you will need to submit a [Supplier Change Request \(PDF\)](#) through ShopUW+. Email SupplierFile@bussvc.wisc.edu for help.
 - The restaurant must carry a \$1 million commercial general liability (CGL) insurance policy, and a one-million-dollar auto policy and Workers Compensation coverage.
 - The restaurant must comply with the University’s vendor regulations, which includes providing the University with a copy of their Certificate of Insurance reflecting the \$1 million coverage, combined single limit, for both Liability and Auto Liability and Workers Compensation if they are catering the food on campus.
 - In addition, the vendor must name “the Board of Regents of the University of Wisconsin System, its officers, employees and agents” as an additional insured under the Commercial General Liability and auto policies. A number of restaurants are already approved by the University.
7. Transportation of the food from the restaurant to the Wisconsin Union must be provided by the restaurant:
- The restaurant may deliver and set-up the food for the event. The delivery vehicle must be clean. Food must be packed in covered, insulated containers that maintain temperatures – cold food at or below 41 degrees and hot food at or above 135 degrees. Food should be the only thing transported – garbage, chemicals, gasoline cans, oil cans are not permitted. Sanitarians from Environmental Health may spot check temperatures and vehicles upon arrival.
 - Wisconsin Union Catering will be on site to check food temperatures and to assist with the event. If food arrives out of temperature (above 41 degrees for cold food or below 135 degrees for hot food) Wisconsin Union Catering staff in conjunction with the CESO representative will not be able to accept the food delivery, and the event will not be allowed to serve the food from the restaurant.

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- Actual food service time must be within a 1.5 hour service window. Food delivery must be between 1.5 hours to 1.0 before the 1.5 hour service time. Food delivery will not be accepted prior to that time.
8. After determining who is requested to provide the food for the event, CESO will send an email message requesting approval to the Wisconsin Union's Associate Director for Dining & Hospitality- Catering. Environmental Health Services and Risk Management will be copied on these emails.
- RSO must provide the restaurant menu details including which items are hot and cold.
 - Restaurant must provide allergen cards for each dish to CESO and Wisconsin Union catering via the provided allergen meal template Wisconsin Union Catering has created or if the restaurant has their own card.
9. If there is a charge to participants or if a donation is requested, the organization must purchase a Temporary Food Stand Permit. Permits can be applied for through the Environmental Health site at <https://forms.office.com/r/s9kFsvzUcB>

Please allow up to 2 weeks for processing.

10. If the organization is charging an admission or requesting a donation, the Wisconsin Union Procedure FM1-4b is utilized to determine the facility rental fee.
11. A scaled overhead charge for the Wisconsin Union Catering staffing and supplies is assessed only if an outside restaurant is providing the food. If food items are coming through Wisconsin Union Catering, the overhead charge isn't applied.
- Below is the scale, based on expected attendance:
 - i. 0 – 100: \$250
 - ii. 101 – 250: \$500
 - iii. 251 – 500: \$750
 - Items the Union will provide:
 - i. Wisconsin Union Catering staff to check temperatures of food delivery.
 - ii. Chafers for the event (number based on the number of participants and hot food items)
 - iii. Serving Tongs and Buffet Spoons
 - iv. Hand Wash Station
 - v. Gloves
 - vi. Hair Nets
 - vii. Trash Receptacles
 - viii. Hot cart for storage of the food for the event.

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RSOs may purchase additional supplies (condiments, towels, paper tablecloths, napkins and plates, plastic tableware, etc.) from the catering take-out menu:

<https://union.wisc.edu/host-your-event/catering/>

12. It is understood that groups will supply people to help serve the meal and clean up after the event. Wisconsin Union Catering will require supervisors or catering employees to provide guidance for the safe handling of food.
 - Extra charges may be assessed if the RSO does not leave the space in good condition. The Wisconsin Union Production Team will provide CESO with the estimated expenses.
13. Any leftover food must be disposed of in accordance with the State of Wisconsin and University Environmental Health food safety guidelines. Groups are not allowed to take leftovers with them.
14. All Wisconsin Union fees (see #9, #10 & #11) must be paid and insurance certificates dropped off at CESO at least 1 month prior to the event.
15. Any exceptions or variations to this procedure must be approved by the Wisconsin Union's Associate Director for Dining & Hospitality- Catering.

Additional background, related materials, and support documents:

Former Procedure D5

The Wisconsin Union Leadership Team approved this procedure and its amendments on the following date(s): February 12, 1990; April 25, 2006; August 17, 2023

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