



Food Policies for RSOs

The safety and wellbeing of the University of Chicago community is of the utmost importance. To ensure the health and safety of all University community members all food sold or distributed by Recognized Student Organizations must be provided by a licensed and insured vendor and handled properly by members of the RSO. This policy applies to all RSO events including food sales and distribution as well as at formal RSO events.

This policy applies to all RSOs hosting fundraisers and events in the following locations:

- Reynolds Club
- Bartlett Hall
- The Quads
- Classrooms (including Harper and Stuart)
- All RSO Tables (Reynolds Club Marketplace, Bartlett, Cobb Indoor/Outdoor Tables)

When selling or distributing food the following policies apply:

- All food must be provided by a licensed and insured caterer or food service provider, restaurant, or store.
- No home-made food is allowed to be distributed or sold with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associated with them to participate. All potlucks must be approved by Reynolds Club staff.
- No food preparation is allowed on-site; only assembling or arranging food items is permitted.
- All store-bought food must be pre-packaged; foods purchased in bulk (such as donuts, cookies, or other baked goods) may be portioned and individually wrapped for distribution by an RSO, provided that gloves are worn when handling the food.
- Potentially hazardous foods, defined as any food items that are required to have temperature regulation (hot or cold) to keep safe for human consumption, are prohibited unless monitored by a vendor and approved by Reynolds Club staff.
- To prevent contamination, it is required that RSO representatives serve all food while wearing gloves. The only exception is when foods are individually wrapped.
- No eating, drink, or smoking is allowed while engaged in food handling. Wash hands thoroughly after eating, drinking, or smoking before good handling.
- Consumption of food by customers or event attendees may not take place at the same table or surface where food is being served.
- All food must be properly disposed of and cleaned up at the end of an event.
- All food grilled on-site must be pre-cooked, and may not be cooked from a raw state.

Catering Policy

- The Reynolds Club does not have an in-house catering service. All groups are free to use prepackaged or precooked, store-purchases foods, or the caterer/restaurant of their choice



at events. The Reynolds Club Scheduling Office will provide a list of caterers who have worked successfully in our building on numerous occasions upon request.

- UChicago Dining and Center for Leadership and Involvement jointly offer catering options through the RSO Catering Fund. RSOs may find further information and apply for funding on UChicago Dining's website here:
<https://dining.uchicago.edu/page/student-organization-catering-fund-requests>

- All caterers delivering to the University of Chicago campus or serving food on-site at an event must provide a certificate of insurance showing proof of:
 1. General liability insurance in the amount of \$1,000,000*
 2. Worker's compensation coverage

*The general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

Alcohol Policy

- For full information on our alcohol policy and guidelines for RSOs, please visit:
<https://leadership.uchicago.edu/alcohol-policy>