

**FACILITY POLICY**  
**V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Building Processes			NO. 3.5		
ISSUED February 2007	REV.	REV.	REV.	REV.	REV.
POLICY Food Service Catering Leftovers			PAGE            OF 1                1		

**PURPOSE:** To protect the food service client and guests and uphold the integrity of the University’s dining services.

**SOURCE:** Skutt Student Center Advisory Board and contractual agreement with the University’s food service provider.

**POLICY:** For numerous reasons, including insurance, ServSafe regulations, and State/Local Health Department concerns, no catering client or guests of that customer shall remove food products from the Skutt Student Center at the conclusion of an event without explicit prior approval of the catering department’s director or his/her designatee. Only products that will not spoil and become contaminated will be considered for removal.

This guideline includes staff of the Skutt Student Center and the expectation that staff will not consume leftovers remaining at an event site without approval of the catering administration.

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 Signature/Date  
 Skutt Student Center Advisory Board Member

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 Signature/Date  
 Vice President for Student Services  
 or Designated Representative