

Division:	Administration		
Subject:	Food and Beverage	Department:	Conference & Event Services
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I. Statement of Policy

The University has a contractual agreement with their food service provider, Sodexo, that gives them exclusive rights to all food and beverage services on the Westchester campus, with first right of refusal. This policy also applies to mobile food vendors on campus. Any food from an external source being brought on campus is required to be approved by Sodexo. Under no circumstances may an outside vendor be allowed access to or use the University's food service facilities.

II. Policy Exceptions

- A. An outside vendor may receive approval to support an event if the following requirements are met:
 1. The University's food service provider, Sodexo, is unable to provide the food items.
 2. Provide the University with documentation of safe food handling procedures to be reviewed and accepted by the University's food service provider, Auxiliary Management, and Risk Management.
 3. Provide the University with documentation of an L.A. Health Services license of an "A" rating.
 4. Provide the University with a certificate of insurance complying with the minimum requirements:
 - a. \$5,000,000 general liability.
 - b. \$1,000,000 auto coverage.
 - c. Statutory workers compensation.
 5. The event cannot be held in any dining facility exclusively managed by LMU Food Services.
 6. Approval must be granted by Auxiliary Management, Business Services, and Risk Management.
 7. Mobile food vendors are allowed on campus with approval from the following departments:
 - a. Conference & Event Services.
 - b. Facilities Management.
 - c. Public Safety.
 - d. Parking.
 - e. Risk Management.
 - f. The University's food service provider, Sodexo.