

## BFA Administrative Detail: #130.01

# CI University Auxiliary Services, Inc. Administration of Exclusive Rights for Catering, Food and Beverage Services

## 1.0 PURPOSE

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This guideline will provide clarification on the role of the CI University Auxiliary Services, Inc. (UAS) for catering, food and beverage services on the California State University Channel Islands (CI) campus.

## 2.0 BACKGROUND

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CI has granted UAS exclusive rights to provide all food, beverage and vending services on the campus and satellite locations (see definitions).

The CI campus supports this exclusive relationship because UAS is a non-profit, auxiliary organization that directly supports CI as a necessary supplement to state-supported instructional and administrative activities. Revenues are derived from the sale of products and services to the CI community of students, faculty and staff, as well as to the public at large participating in community, educational or cultural events at CI facilities. The services support the core academic mission of the University, and enhance the full range of educational experiences provided to the CI community.

In addition, UAS is charged with ensuring that food and beverages (including alcohol) at university events are prepared and served according to applicable laws, regulations and the University Alcohol Policy, and to ensure compliance with the safe preparation, serving and handling of food and beverages. Additionally, UAS is responsible for insuring that any third party provider approved by UAS has the required Ventura County Environmental Health Department permits, insurance and provides indemnification for the University.

UAS has been designated as the exclusive food service provider for CI and holds the first right of refusal for provision of all food and beverages at public, private and external events. UAS is also responsible for ensuring that quality food and beverage service is provided at competitive catered prices.

## 3.0 GUIDELINES/PROCEDURES

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In order to support the exclusive rights for catering granted to UAS, the following topics will help the campus community to ensure that food and beverages at public, private and external events align UAS's role as exclusive caterer.

**Food Trucks:** Any department that plans to have a food truck come to the campus must first contact the UAS Office for guidance. Food Trucks that have provided proof of appropriate Environmental Health licensing, required campus insurances and indemnification are coordinated through the UAS Office and may be requested for campus events.

**Santa Rosa Island Research Station:** UAS recognizes the unique location of the Research Station and can serve as a resource for people traveling to the station for one or more days. UAS possesses expertise for remote serving of food.

**Exempt Events:** Exemptions from this directive can be requested through UAS and may be granted on a case-by-case basis. The UAS Senior Director should be contacted for details at [dave.nirenberg@csuci.edu](mailto:dave.nirenberg@csuci.edu) or 805-437-2668

**Exempt Activities:** The following types of activities could be considered exempt from the Administrative Detail and UAS serves as a resource for any questions that may arise. Those activities that typically would be considered non-reimbursed or non-reimbursable (i.e. a small birthday cake for a staff/faculty member, bringing a small batch of brownies or cookies for office staff to enjoy, etc.) would be the type of activity considered exempt.

**Exempt Caterers:** Use of current Town Center tenant food service providers, who have demonstrated to UAS they have the necessary business licenses, permits, and insurance to protect the health and safety of the CI campus community are permitted without prior review. You may contact UAS for a current list of food service providers in the Town Center at 805-437-2667.

Failure to adhere to this Administrative Detail places the CI community at risk by potentially offering services from an unapproved vendor who is not monitored by UAS for using approved health and safety food handling methods and has not provided the required University insurance and indemnifications. Any CI faculty, administrator, staff or students who contract for food service are responsible and must understand and observe the information contained in this Administrative Detail.

## **4.0 DEFINITIONS**

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### **Public Events**

All university events that are open to the general public, the general student body or the campus community or for which anyone may purchase a ticket to attend are considered public events under applicable state and local health laws. Public events include: University sponsored events, Campus Recreation/Athletic events, performance and lecture events, Housing and Residential Education and Student Life events, Auxiliary sponsored events and any event sponsored by a university department, division, club, organization or academic association to which the general public, the general student body, and/or the general campus community is invited.

### **Private Events**

University events that are not open to the public, that limit participants to a predetermined group of people, or that are organized and restricted to a particular university unit are private events. Private events include: University, department, division, club, or academic association lunches, meetings, or social gatherings, events limited to invited guests, or for which an RSVP is required (e.g. retirement parties).

### **Satellite Location**

Satellite locations include the CI Boating Center, and the Thousand Oaks Center. The Goleta Center, given its distance from the campus, is exempt from the Administrative Detail.

### **External Events**

External Events hosted on the University campus which may or may not be open to the public, or that may limit participants to an "invited" or "affiliated" group of people, are external events for which permits are required. External events include: Conferences, festivals, meetings, forums, demonstrations, weddings or social gatherings at which food and/or beverages are offered.

### **Noncompliance**

Noncompliance for the purposes of this use shall mean that an outside caterer is utilized at an event without prior approval by UAS.

## **5.0 CONTACTS**

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CI University Auxiliary Services, Inc. - 805-437-2667;  
<http://uas.csuci.edu/hospitality/hospitality-services.htm>

## **6.0 APPROVALS**

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Prepared by: E. Blaine  
December 14, 2016

Reviewed by: See 7.0

Approved by: Y. Trinidad  
April 25, 2017

## 7.0 REVISION TRACKING

Document Title: University Auxiliary Services: Catering, Food, and Beverage Services

Author: D.E., University Auxiliary Services, Inc.

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### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
12/14/16	Dave Nirenberg	Revise to reflect name change to CI University Auxiliary Services	All
1/25/2013	Deanne Ellison	Copy and paste to new template	All
2/07/2013	Deanne Ellison	Upon management review	All
2/25/2013	Deanne Ellison	Campus stakeholder review and comments	All
8/18/2014	Dave Nirenberg	Added noncompliance section	3.0
3/2/2015	Dave Nirenberg	Added Food Truck Section	3.0
4/24/2017	Deanne Ellison	Added exclusive relationship	2.0

### Review / Approval History

Review Date	Reviewed By Name	Reviewed By Department	Action (Reviewed, Recommended or Approved)
2/21/2013	Merissa Stith	Academic Affairs	Approved, clarified Santa Rosa Islands research station
2/22/2013	Alissa Larreta	Advancement	Reviewed
2/13/2013	Genevieve Evans Taylor	Associated Students	Approved
2/21/2013	Cindy Derrico	Housing and Res Ed	Approved, clarified exemptions
2/22/2013	Alanna Trejo	President's Office	Reviewed
2/22/2013	Franchesca Brown	Student Affairs	Reviewed
2/22/2013	Ed Lebioda	Student Affairs	Reviewed
4/10/2013	Food Services Committee	Food Services Committee	Approved
9/15/2014	Food Services Committee	Food Services Committee	Approved addition of noncompliance language
4/25/2017	Ysabel Trinidad	VPBFA	Approved