Food & Beverage Policies for Events

**Rule # 1:** Upon making a space reservation, event sponsors need to let our reservationist know where the food to be served is coming from. Use the comment section of the reservation request for this purpose.

**Rule # 2:** Temperature and sanitation must be maintained until served. Keep HOT foods at 140°F or above and keep COLD foods at 41°F or below. Use insulated carriers (i.e. thermos/coolers) to keep hot/cold items hot/cold, and separate hot/cold items from each other. Must have a record log and thermometer to monitor and control food temperatures, available with ID at the information desk. No eating, drinking, or smoking is allowed in the food area.

**Rule # 3:** Food must be covered and served with sanitized utensils. Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers.

**Rule # 4:** All serving utensils must remain in the container to be served from, or washed, rinsed and sanitized before reuse. Using the bathroom sink is not an acceptable way to wash, rinse, and sanitize serving utensils. All food, equipment and paper products shall be stored at least 6 inches above the floor.

**Rule # 5:** All servers must wear an effective hair restraint, e.g. ball cap or hair net. Visors are not acceptable. All servers must wash hands and use sanitizers regularly. Servers must not wear any jewelry other than a plain wedding band.

**Rule # 6:** Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly. Use ice scoop or disposable gloves to handle ice. Do not use bare hands.

**Rule # 7:** Provide only single-service articles for customer’s use. All silverware and napkins must be individually wrapped.

**Rule # 8:** Do not store any food in contact with water / un-drained ice.

**Rule # 9:** Dispose of all liquid and solid waste properly. Dumpsters are located at the loading dock behind Brown Garden and Sammy’s. A standard measure of time that is safe is 2 hours outside of the temperatures above. After 2 hours, items should not be sold to a consumer.

**Rule # 10:** If items are home cooked, you must obviously display a sign noting that your items were not prepared in an inspected/approved kitchen. The SC Administration has a sign you need to check-out/use for your sale.

**NOTE:** The City of Houston, Student Center Administration, or Dining Services has the right to inspect, deny, or close down an operation deemed a risk or unsafe.

**WARNING:** Contact SC Administration immediately if inspected, do not argue with inspector.