



FOOD ON CAMPUS

For the most current information go to <http://www.utsa.edu/auxiliary/> or call 210.458.4003.

Reservations for serving or selling food

The University Center Events Management Office in the University Center (1.02.04) can inform you where the proper locations are for food distribution on campus. For grilling, you must also make proper accommodations for a sand trap and other required items through the Physical Plant (210.458.4260) or through the Events Management Office.

Pre-Cooked/Baked Goods

All prepared food must be purchased or donated items from an approved health-inspected location. It is best to request a copy of the business' current health inspection to have with you during the event. No home goods may be sold on campus.

Perishable Foods

Raw products (ex. eggs & meat) may be prepared on campus if following the guidelines established by the San Antonio Health Inspection Office (<http://www.sanantonio.gov/health/food-main.html>, click on "Requirements for Temporary Food Establishments"). In addition, organizations must complete a "Food Waiver", available from Events Management. If applicable, you must also make proper accommodations for grilling and sand traps with Physical Plant.

Non-Perishable Foods

Foods such as popcorn, cotton candy, and coffee may be prepared on campus. However, food safety mechanisms must be in place and the event cannot be advertised to the general public. To determine if your food requires a permit or not, work with the Events Management (University Center 1.02.04, 210.458.4155, www.utsa.edu/uctr/events)

Tailgating

Any food prepared during a tailgate can only be distributed to the group's friends and family. You must also make proper accommodations for a sand trap through the Physical Plant (210.458.4260). No propane tanks are allowed on campus.

Potlucks at Meetings

Potlucks are acceptable if you have consent of all participating members of the group. There may be limitations on where potlucks can be held; when reserving the space ensure that it is acceptable to have this type of event in the space.

Catering Guidelines

Any catering done on campus must be by one of the approved caterers. Per the policy, all offices, departments or student organizations can use one of the pre-approved caterers. For a full list of the approved caterers go to <http://www.utsa.edu/auxiliary/> and click on "Catering".

Delivered Food or Fast Food

If "fast food" is not being "catered", served to a group on site, is prepared before delivery and is not served by the company, then the catering policy does not apply.