



## Medicine Hat College Policy CATERING SERVICES

Policy #:	FL-02
Policy Authority:	Manager, Hospitality and Conference Services Director, Brooks Campus and Regional Stewardship
Executive Sponsor:	Vice-President, Advancement and Community Relations
Approved by:	President
Effective Date:	September 6, 2018
Next Mandatory Review Date:	September 6, 2023
Frequency of Review:	Every 5 years

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### 1. POLICY OBJECTIVE

The purpose of this policy is to outline the conditions governing catering services needed for the proper operation of college functions, providing efficient, safe and cost effective catering services.

### 2. POLICY SCOPE

This policy applies to employees and students of Medicine Hat College (MHC) requiring catering services for functions and external organizations hosting events on college premises that require catering services.

### 3. BACKGROUND INFORMATION

MHC supports the general principle of building community and fellowship. The College must also ensure that health and safety regulations are observed for the well-being of all, and investments in facilities and equipment to provide to food services are maintained.

A professional body of knowledge related to food operations, handling and safety is required to administer the specialized functions associated with a food service operation.

Patronizing designated college food service provider(s) supports the College and the associated investment in capital equipment and space, and assists in making the provision of these services a financially viable operation for the benefit of employees and students of the College.

### 4. DEFINITIONS

- **Designated College Food Service Provider:** the designated food service provider for the campus [MHC food service, or Crave (which can accommodate up to 40 guests) or the approved contractor for Brooks campus].

- **Exemption:** a request to use a non-designated college food service provider.
- **Function:** a singular or group activity requiring catering services.
- **Private Event:** non-work related function held on campus by employees or students.

## 5. PRINCIPLES

- 5.1 If catering services are required for a function on campus, designated college food service providers will be given the opportunity for first right of refusal.
- 5.2 Off-site food service providers are not permitted access to college controlled spaces for the purpose of providing catering service without express written permission of the Manager, Hospitality and Conference Services or Director, Brooks Campus and Regional Stewardship. If approved, off-site food service providers are responsible for event set up and clean up.
- 5.3 Circumstances may exist where an exemption to this policy has been applied for and approved. Due to health regulations, any foods agreed to and provided by an external caterer must remain on campus after the event is completed.
- 5.4 Food for Personal Use (up to 40 guests)  
A group within the College (employees or students) no larger than 40 guests may wish to have a private event like a potluck or a gathering in which the food is not paid for by college administered funds. An event may be deemed private if an entire list of names of all guests can be produced if requested. Private events that meet this criteria fall under this policy and must conform to the following requirements:
- (a) Private events are allowed only for departmental employee functions or when the food is prepared and serviced by volunteers of a student organization for a private event organized and controlled by that student organization. Private events are not open to the public and are limited to 40 invited persons (employees or students) or less. A function involving an invitation to the public must be catered in accordance with this policy.
  - (b) An External Food Release of Liability (Attachment A) must be completed and submitted to the Manager, Hospitality and Conference Services (or Director, Brooks Campus and Regional Stewardship), seven days prior to the event taking place.
  - (c) Authorization to have a private event on campus for more than 40 persons must be obtained from the Manager, Hospitality and Conference Services (or Director, Brooks Campus and Regional Stewardship) prior to the date of the event.
  - (d) The College will not be liable for any illness, allergic reactions, or injury that occurs in relation to the consumption of food at a private event.

- 5.5 Exemptions to this policy will be determined on a case-by-case basis by the Manager, Hospitality and Conference Services or Director, Brooks Campus and Regional Stewardship (in consultation with the Vice-President, Advancement and Community Relations) considering existing contracts, collective agreements, health regulations and other college policies. Requests for exemption must be sent to Manager, Hospitality and Conference Services or Director, Brooks Campus and Regional Stewardship (along with Attachment A - External Release of Liability) with the following information two weeks prior to the event:
- name of event;
  - number of people consuming food;
  - location;
  - date; and
  - funding sources.

## 6. RESPONSIBILITIES

6.1 **Manager, Hospitality and Conference Services** is responsible for

- (a) providing advice on compliance to this policy, and
- (b) reviewing and recommendation of requests for exemptions to this policy in consultation with Vice-President, Advancement and Community Relations.

6.2 **Director, Brooks Campus and Regional Stewardship** is responsible for

- (a) providing advice on compliance to this policy, and
- (b) reviewing and recommendation of requests for exemptions to this policy that apply to Brooks campus, in consultation with Vice-President, Advancement and Community Relations.

6.3 **Vice-President, Advancement and Community Relations** is responsible for

- (a) reviewing and approving/denying requests for exemptions to this policy in consultation with Manager, Hospitality and Conference Services or Director, Brooks Campus and Regional Stewardship.

## 7. APPLICABLE LEGISLATION/REGULATIONS

Public Health Act  
Food Regulations  
Food Retail and Food Services Code

## 8. RELATED POLICIES

FL-01: Facility Bookings  
HS-01: Occupational Health and Safety  
6.11: Alcohol Management

## 9. RELATED INFORMATION

Attachment A – External Food Release of Liability

***ORIGINAL COPY SIGNED***

Wayne Resch  
Acting President and CEO

Date: September 6, 2018

***ORIGINAL COPY SIGNED***

David Petis  
Vice-President, Advancement and  
Community Relations

Date: September 6, 2018

**DOCUMENT HISTORY**

September 2018 Policy approved