The following policy outlines information related to serving food and beverage in Student Affairs facilities and Outdoor Space. This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) General Reservation Policy and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event.

All Users
A. Pre-packaged food and beverage products purchased or donated from a commercial vendor for events shall be allowed in all spaces for any event without prior approval provided event guests self-serve themselves the food.
B. Pre-prepared food by a commercial vendor or non-ARAMARK caterer may be delivered to an event but not served by the third party food service provider without obtaining a Temporary Food Service permit from the Nevada State Health Division. Users whose event requires food service permitting will need to apply for a Temporary Food Establishment for Special Event permit through the Nevada State Health Division Las Vegas office a minimum of four weeks prior to event as well as provide verification of permit to SUES office a minimum of five (5) business days prior to said event. Applicable applications and forms will be provided to User by SUES.
C. All users providing food service are responsible for ensuring appropriate clean-up of event space including but not limited to removal of all trash prior to vacating premises. SUES will charge the user applicable cleaning charges in accordance with the SUES General Reservation Policy should event space not be returned to the same condition it was prior to the event start.
D. Any function with alcohol must abide by the UNLV Alcohol Events Policy, including provisions relating to corkage and pouring rights.

University Departments, University Organizations, and Registered Student Organizations
A. University group barbeques, bake-sales/fundraisers or potlucks are permitted in a reserved space only after written approval by SUES. In these instances the event must only be open to group members only and not advertised to the public (private function). In all other circumstances food prepared in personal kitchens or on-site at an event is not permitted. We reserve the right to require food monitoring and to charge the user for such service.

Non-University Related Users
A. Food prepared in personal kitchens or on-site at an event is not permitted.

Third-Party Food Service Provider Requirements
1. Provide SUES with a certificate of insurance naming the “NSHE Board of Regents on behalf of UNLV” as additional insured. The certificate of insurance should provide:
   a. General liability coverage of at least $1,000,000 combined single limit per occurrence and $2,000,000 annual aggregate
   b. Automobile liability insurance in the in the amount of $1,000,000 Combined Single Limit per occurrence. Coverage shall include owned, non-owned, and hired vehicles and be written on ISO form CA 00 01 10 01 or a substitute providing equal or broader liability coverage.
   c. Workers’ compensation insurance with employer liability limits of at least $100,000 per occurrence and for occupational disease. Workers’ Compensation Insurance is required by law for anyone with employees. Sole proprietors and corporate officers can waive coverage by providing a mandatory affidavit available from UNLV. All Users and sub-contractors providing services shall provide proof of Workers’ Compensation insurance as required by NRS 616B.627 or proof that compliance with the provisions of Nevada Revised Statutes, Chapter 616A-D and all other related chapters, is not required.
2. Apply for a Temporary Food Establishment Application for Special Event through the Nevada State Health Division Las Vegas office a minimum of four weeks prior to said event.
3. Provide SUES with a copy of the issued temporary food service permit a minimum of five (5) business days prior to said event.

Third-Party Food Service Provider Facility Access
Third-party food service providers utilizing the food service facilities under the responsibility of ARAMARK are required to:

1. Obtain and deliver to ARAMARK a certificate of insurance evidencing that such party has in place commercial general liability insurance coverage in an amount of not less than two million dollars ($2,000,000) on a per occurrence basis naming ARAMARK and University as additional insureds.

2. Execute a warranty, in a form provided by ARAMARK, which indemnifies ARAMARK and University from all damages, losses, or claims arising from the provision of such party’s services.

3. Pay for the cost of independent equipment inspections to be made of the food service facilities and food service areas to be used by such party, both before and after use to determine whether party has caused any damage or loss. The third party shall be responsible for all costs related to the repair and/or replacement of the equipment.

4. If ARAMARK inventories are not otherwise able to be secured, party shall pay for the cost of removal and storage of all of ARAMARK inventories of foodstuffs, beverages and supplies prior to use and the return and restocking of inventories immediately after use.

5. Provide ARAMARK with a valid Health Permit number in advance.

6. Tour the venue with designated Student Affairs facility representative where food is to be served in order to gain an understanding of load-in, load-out, trash, water access, space limitations, facility use guidelines, etc.

Requests for a waiver from requirements outlined in these procedures must be submitted, in writing, and approved in advance by Student Union & Event Services and/or UNLV Dining.

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