

## **IUPUI Food Service Exclusivity Policy**

### **Exclusivity**

Chartwells is the contracted exclusive food service provider which includes all retail, catering (FourCourse Catering) and concession sales on the IUPUI campus, and Canteen Vending provides all snack, food and coffee vending operations. This is a geographic exclusivity and applies to all IU buildings and grounds generally located between West Street on the east, White River on the south and west and Indiana Avenue on the north. Payment by an IU Foundation account is not an exception and this exclusivity applies equally to all users of university buildings (i.e., non-university groups renting space or scheduling events in university buildings). Additionally, Indiana University has a system-wide contract with Coca Cola and only Coke products can be sold or advertised on any IU campus.

### **Exceptions to Exclusivity**

- Sponsorships of events by an “outside” restaurant, caterer, grocery store or food distributor that donates (100%) food or beverage for the event. In order to insure safe food handling, a list (on the donor’s letterhead) of what is being donated must be forwarded to FourCourse Catering (catering @iupui.edu), and the Special Event Notification form (<http://www.iupui.edu/outreach/planning/oems>) must be filled out to notify the appropriate campus service providers.
- FourCourse Catering recognizes that on occasion it may not be possible to provide the type or level of service requested (inability to cater) due to prior commitments and the customer might have to look elsewhere for service. This circumstance should be rare and if an outside caterer must be engaged, approval by the Director of Catering is necessary. Sufficient advanced planning and notice to FourCourse Catering is requested.
- Locations (building/grounds) on the IUPUI campus that are not managed by IU such as Clarian Hospitals, Wishard, VA, Ronald McDonald House and NIFS are exempt. Ball Residence, Center for Young Children, and Campus Apartments are also exempt.
- Pitch-ins, which are defined as food and beverage provided by the participants of an event not intended to be resold and not reimbursed by either an IU or IUF account, are exempt.
- Events serving purchased food or beverage totaling \$100.00 or less are exempt.
- Weekend events serving food or beverage that do not meet the current Chartwells sales minimum requirement are exempt (please contact the Catering Office for additional information).
- Food fundraisers are an important source of revenue for students groups. The sale of food to raise funds – and the applicable Board of Health regulations – has been formalized in the IUPUI Food Safety Policy. This Policy can be found on the Campus & Community Life, Environmental Health & Safety, and Chartwells websites. This Food Safety Policy was developed specifically to address food fundraisers and the safe handling of food. Briefly, the Policy requires adherence to safe food practices, limits fundraising to pre-set dates throughout each semester (dates are set by CCL and listed on the CCL website), and allows the fundraising organization to avoid the collection of sales tax. As long as this Food Safety Policy is followed, it is not a requirement that food be purchased (to be resold for fundraising purposes) from Fourcourse Catering/Chartwells.