

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	<i>Food Regulation (AR 31/2006); Business Licence Bylaw (City of Calgary Bylaw 32M98); Land Use Bylaw (City of Calgary Bylaw IP2007).</i>
Effective:	November 21, 2019
Revision:	November 9, 2023; May 25, 2026

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to regulate commercial sales on campus, for the benefit of SAIT, its employees and its students.

## **PROCEDURE**

### **DEFINITIONS**

**Potluck** A gathering of people where each person or group of people contributes a dish of food that the person or group has brought to the gathering, to be shared among the gathering. This is also referred to as "group food sharing".

**SAIT campus** SAIT's main campus and all satellite campuses.

### **GOVERNING PRINCIPLE**

1. This procedure governs the preparation, service and sale of food on the SAIT campus in accordance with health regulations.

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## PROCEDURE

1. No external organization or internal SAIT group may prepare, sell or serve food on the SAIT campus, except as follows:
  - a) An internal group using SAIT's facilities to hold a potluck must serve only prepared packaged food from a commercially inspected kitchen to groups of its own members and with guests totaling no more than 19 people. SAIT encourages employees to use catering for such meetings or events and to consider using on-campus vendors in particular, as those operations are under the stewardship of the Commercial Services department and kitchens are inspected by a third party. The internal group is responsible for clean-up. This privilege may be withdrawn as per paragraph 3 of this procedure.
  - b) Food catering for groups of 20 persons or greater on SAIT's main campus, and for groups of 40 persons or greater on SAIT's satellite campuses within the city of Calgary limits, must be administered exclusively through the food services provider that SAIT has contracted and that Commercial Services manages. Satellite campuses located outside city of Calgary limits are exempt from this requirement; however, all food served must be prepared by a commercially inspected kitchen.
  - c) The SAIT Students' Association (Saitsa), SAIT student clubs and the School of Hospitality and Tourism may hold fundraisers (including bake sales) using food prepared in their commercially-inspected kitchens, with the group that hosts the fundraiser responsible for clean-up. This privilege may be withdrawn as per paragraph 3 of this procedure.
2. All food sampling on the SAIT campus requires approval from the director of Commercial Services.
3. A group that does not comply with this procedure and/or that does not meet the requirements for proper clean-up, may have its food service privileges revoked at the discretion of the director of Commercial Services or, in the case of a group associated with the School of Hospitality and Tourism, at the discretion of that school's dean.

## POLICY/PROCEDURE REFERENCE

- AD.2.14      [Commercial Sales on Campus](#)  
AD.2.14.1    [Display and Sale of Supplies, Tools and Equipment](#)  
AD.2.14.3    [SAIT Commercial Services Exclusivity](#)

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