

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:	

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

- Foodstuffs** A substance that can be used or prepared for use as food.
- Group food sharing** Where an individual prepares a dish of food to be shared amongst a larger group of people.
- Potluck** A gathering of people where each person or group of people contributes a dish of food that the person or group has prepared, to be shared among the gathering.
- SAIT campus** SAIT's main campus and all satellite campuses.

GOVERNING PRINCIPLE

1. This procedure controls the preparation and sale of foodstuffs on the SAIT campus in accordance with health regulations.

The official controlled version of this document is held in the Board of Governors Office.



PROCEDURE

1. No external organization or internal SAIT group may prepare, sell or serve foodstuffs on the SAIT campus, except as follows:
 - a) An internal group using SAIT’s facilities must serve only prepared packaged foodstuffs from a commercially inspected kitchen to groups of its own members and guests totaling no more than 20 people. 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 This privilege may be withdrawn as per paragraph 3 of this procedure.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 more than 20 people on the SAIT campus must be administered through the food services provider that SAIT has contracted and that the Commercial Services department manages.
 - c) The SAIT Students’ Association (SAITSA), SAIT student clubs, and the School of Hospitality and Tourism may hold fundraisers (including bake sales) using foodstuffs 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 This privilege may be withdrawn as per paragraph 3 of this procedure.
 - d) Potlucks or group food sharing on the SAIT campus must consist of only prepared prepackaged foodstuffs from a commercially-inspected facility. Potlucks are permitted for groups of no more than 20 people. Groups of more than 20 people must comply with the provisions of paragraph 1.b) of this procedure and may not organize potlucks.
2. All food sampling on the SAIT campus shall be with the approval of the director of Commercial Services.
3. A group that does not comply with this procedure 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 the dean of that school.

POLICY/PROCEDURE REFERENCE

AD.2.14	Commercial Sales on Campus
AD.2.14.1	Display and Sale of Supplies, Material and Equipment
AD.2.14.3	SAIT Commercial Services Exclusivity

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