

**COMMERCIAL SALESMANSHIP ON CAMPUS – FOODSTUFFS**

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:	March 14, 1995
Revision:	August 15, 2003 (reformatted); May 28, 2014; September 1, 2016 (reformatted)

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

**POLICY**

The policy of the Board of Governors is to control the on-campus preparation and sale of foodstuffs in accordance with health regulations.

**PROCEDURE****DEFINITIONS**

- Foodstuff** 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.

**PROCEDURE**

1. No external organization or internal SAIT group may prepare, sell or serve foodstuffs on the SAIT campus, except as follows:

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

- a) An internal group using SAIT facilities must serve only prepared packaged foodstuffs from a commercially inspected kitchen to groups of its own members and guests totalling 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 This privilege may be withdrawn as per paragraph 3 of this procedure.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) On-campus food catering for groups of more than 20 people 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 This privilege may be withdrawn as per paragraph 3 of this procedure.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) On-campus potlucks or group food sharing 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 on-campus food sampling 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.2.6            Commercial Salesmanship on Campus – Foodstuffs policy

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