

Centennial Student Union Procedure

Procedure Potluck Events	Effective Date 7/1/2013
Custodian of Procedure Assistant Director, University Scheduling and Conference Services	Last review 7/1/2013

Statement

Recognized Student Organizations and University departments may request permission to host pot luck socials in the Centennial Student Union. Pot Luck Socials are defined as dishes prepared by several individuals for consumption by others who have also prepared dishes for the activity.

Procedures

Recognized Student Organizations and University Departments begin the process by filling out the Pot Luck Social Permit request with University Scheduling and Conference Services.

The request will be reviewed if the following conditions are met:

- Potluck socials are defined as closed events where no money is exchanged.
- Events open to the general university or public, or advertised to the general university or public, are **not** potluck socials.
- This permit when approved is only for the time and place indicated above. The permit can be revoked at any time conditions are violated.
- The sponsor is solely responsible for the management, preparation, and distribution of its food; including set-up, service, supervision, and clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit.
- The sponsor is responsible for providing any and all equipment and personnel necessary to conduct its business.
- The sponsor shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this permit including, without limitation, claims for loss or damages to any property, or for death or injury to any person or persons.
- The sponsor may not assign or delegate this permit to any third party without specific written permission of the University.
- A notice stating the food products are "Home Prepared/Not Inspected" must be prominently displayed at the pot luck social.
- Future permission to engage in similar events in the future may be denied to violators of this policy

Rationale

The purpose of this policy is to allow campus departments and organizations to socialize around the common and shared food without violating either university contract obligations or incurring any liability for the university.