



BOISE STATE UNIVERSITY

University Policy 9290

Food and Beverage Service on Campus

Effective Date

January 03, 2025

Responsible Party

Boise State Dining Services, boisestatedining@boisestate.edu

Scope and Audience

This policy applies to all food and beverages served on campus. Departments and units should refer to University Policy 6240 (Meals and Refreshments) for the guidelines on using University funds, including sponsored funds, to purchase meals and refreshments for official university business.

Additional Authority

- University Policy 1050 (Alcohol Beverage Permitting)
 - University Policy 1055 (Alcoholic Beverages)
 - University Policy 6240 (Meals and Refreshments)
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1. Policy Purpose

To establish rules for the provision of food and beverages on campus for employees, students, donors, and visitors.

2. Policy Statement

Boise State University has a robust operation in place to provide food and beverage service on campus, which mitigates risk to the University and provides a service to University departments and units as well as external parties.

3. Definitions

3.1 Event on Campus

For purposes of this policy, an Event on Campus may include, but is not limited to meetings, conferences, receptions and celebrations, workshops and training sessions, networking and social events, fairs and festivals, tournaments, volunteer and service events, panels, symposiums, performances and shows, retreats and team-building activities, and ceremonies held on University-owned or -operated property.

4. Authority of Boise State Dining

Boise State Dining has authority to manage the operation of food and beverage service on campus. For this policy, food and beverage service is defined as residential dining, retail dining and food sales, catering, concessions, alcohol service, non-alcoholic beverage service, and food vending.

5. Food and Beverages at Events on Campus

- a. For Events on Campus in which there will be food and beverage service as defined under Section 4, the food and beverage service must be ordered from the University's food service provider unless one of the following exceptions applies (Refer to the guidelines on the [Boise State Dining website](#) for more information):
 - The food is not paid for with University funds and is brought to campus for private consumption, such as private tailgates, internal potlucks, and internal brown bag lunches;
 - The vendor is a pre-approved contractor through Boise State Dining, and all requirements established by Boise State Dining for catering have been followed; or
 - The food and beverages are \$350 or less (an approved contractor is still recommended).
- b. For Events on Campus, only Coca-Cola brand beverages must be served, distributed, or otherwise made available, including soft drinks and bottled water, unless one of the following exceptions applies (Refer to the guidelines on the [Boise State Dining website](#) for more information):
 - Beverages served by the University's contracted food service providers, including coffee, juice, smoothies, kombucha, boba and other tea drinks, lemonade, juice, milk, hot chocolate, beer, wine, liquor, and other alcohol; or

- Bottled water provided at no cost to the campus community so long as it is not branded.
- The beverages are not paid for with University funds and are brought to campus for private consumption, such as private tailgates, internal potlucks, and internal brown bag luncheons.

See the [Boise State Dining website](#) for more information.

- c. Only the University's contracted food service provider may provide Alcoholic Beverages for Events on Campus, except for a few very narrow exceptions. See University Policy 1050 (Alcohol Beverage Permitting) and University Policy 1055 (Alcoholic Beverages) for exceptions and for further information on alcohol permitting and service.

6. Procedures

- a. Recognized Student Organizations must follow the requirements for planning and hosting events and spending money as outlined in the [Student Organizations Handbook](#).
- b. University departments and units must follow the requirements under University Policy 6240 (Meals and Refreshments) for food and beverage expenditures.
- c. For external events co-sponsored by a University department or unit, the University co-sponsor must be the point of contact for Boise State Dining. For external events not co-sponsored by a University department or unit, one person must be designated as the point of contact with Boise State Dining.
- d. Detailed information about processes and procedures for food and beverage service on campus can be found on the [Boise State Dining website](#).

7. Related Information

[Boise State Dining website](#)

[Meals and Refreshments Rates \(Non-Travel\)](#)

[Student Organizations Handbook](#)

[University Event Services](#)

Revision History