Queen's University
HOUSING AND ANCILLARY SERVICES
Hospitality Services

Tel: 613 533-2953

Victoria Hall, E022
Queen's University
Kingston, Ontario, Canada K7L 3N8
queensu.ca/food/

Potluck

Your package contains:

- Food Service Request Form
- Guidelines for Potlucks
- Hand Washing Procedures
- Special Events Application
- Special Events Checklist from KFL&A Public Health

NOTE: Please be aware that your event is a potluck if:

The food is provided by and for the consumption of those attending the event. This is distinguished from a small group of persons providing food to a larger group; **in such cases authorization from the Health Unit is required.**

There is no charge of admission or sale of food/non-alcoholic beverages.

Attendance is limited to the group involved and not offered to the public – must be strictly private.

The steps listed below should be followed prior to your event:

- Book your room or area and commercial kitchen if necessary, through the appropriate booking office (such as the Student Life Centre, General Office, Room Reservations, Event Services or the specific Faculty or Department, etc.).
- Provide as much information in detail as possible on the forms to avoid delay.
- Once the necessary paper work has been completed, return as a package, to the Hospitality Services Office, Room E022 Victoria Hall, for processing (**at least 2 weeks in advance**).

The administration of Hospitality Services will send confirmation if your request has been approved or declined, by e-mail or phone. It is important to leave a phone number and email address where you can be reached during the day. If you do not hear from us several days after submitting your forms please call us to follow up.
If you have any questions, please call the Hospitality Services Office (613) 533-2953. Our fax number is (613) 533-6665.

Queen's University Food Service Request Form

Return to the Hospitality Services Office: Victoria Hall, E022, Queen's University
Tel 613 533-2953

<table>
<tr>
<td>EVENT INFORMATION
Type of Request (please check one)

□ Bake Sale (is your group ratified as a service club? Application: https://myams.org/start-a-club/)

□ Employ a Caterer off Campus
(Provide name of caterer)
_____

□ Pot-Luck (list of who brought what with addresses & phone numbers)

□ Outdoor BBQ</td>
<td>Is this event
□ Open to the public?
□ By Invitation only?

Will tickets be sold to the event?
□ Yes □ No

Student Event?
□ Yes □ No

Will food be sold? (the sale of food is not permitted on campus)
□ Yes □ No
I acknowledge I have completed the Facilities Event Waste Planning Checklist at least 7 business days in advance of the event start date.
□ Yes □ No

**Additional waste diversion questions can be sent to Facilities.</td>
</tr>
<tr><td>Group/Department name:</td><td>Event:</td></tr>
<tr><td>Date: Day Month Year</td><td>Hours: from to</td></tr>
<tr><td>Location: Room Number Building or Specific Outdoor Location</td><td>Numbers attending:</td></tr>
<tr><td colspan="2">Plans for event (brief description):</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Sustainability is a top priority of Queen's University. We encourage our guests to enjoy events on campus with as minimal waste as possible.
• Remember that Queen's is a bottled-water free campus. Consider pitchers of water and glasses or encourage guests to bring reusable mugs and water bottles.
• We are a Fair Trade Canada-certified campus. You are encouraged to choose a partner with Canada-certified coffee and tea products.
• Confirm an accurate count for the number of guests and finalize order size to prevent food waste.
• Make your own arrangements in advance with Queen's Soul Food (Sept-Apr), AMS Food Bank or Lionhearts to donate any leftover food.
• Consider using china service instead of single-use packaging.
• Some food packaging items may not be suitable for campus collection. In the event packaging is deemed suitable for landfill only, organizers will be held responsible for the collection and removal of all associated waste and/or additional fees may apply to ensure appropriate waste diversion.
☐ I have read and understand the above sustainability recommendations.</td></tr>
</table>

NOTE

1. This form must be completed at **least two weeks** in advance of the event.
2. This procedure applies to all events at which any food items are offered.
3. **No on-campus advertising for the event may occur until the Director, Business and Communications of Student Affairs and Housing & Ancillary Services has given approval**.
4. Applications are subject to restrictions on space availability and the University commercial commitment.
5. A waste collection plan must be confirmed with Facilities before approval can be granted.

SPONSOR / CONTACT INFORMATION
Name & Email (please print)
Address
Postal Code Telephone (during the day)

I have read this document and understand that I am responsible for running this event under the regulations set forth by the University and in accordance with the guidelines distributed by the Residence & Food Services office and the KFL&A Public Health Office. **Signature**_____

Date_____

REFERENCE *(for office use only)*

□ **Bake Sale** □ Health regulations on bake sales □ Hand Washing

□ **Caterer** □ Copy of caterer's insurance

□ **Potluck** □ Copy of guidelines □ Hand Washing

□ **BBQ** □ Guidelines for outdoor BBQ □ SOP Authorization □ Hand Washing □ Safe Food Handling

□ **Catered by Sponsor -** □ SOP Authorization □ Safe Food Handling Procedures □ Hand Washing

Authorized Signature Date

Director, Business Development and Communications | Student Affairs, Housing and Ancillary Services

Queen's University Food Services
Guidelines Regarding "Pot Luck" Suppers

Preamble:

As a number of questions have arisen regarding the distinction between occasions where the provision of food to the campus should be authorized by Queen's Food Services and where the event would be considered private or "pot luck", this policy will provide general guidelines for campus departments regularly involved in the booking of space such as the JDUC, Residences and Space Planning.

Authorization by Queen's Food Services:

Should an event involve the provision of food either from an off-campus caterer or from an informal group affiliated with the University, an authorization from Queen's Food
Services will normally be required.

Authorization will involve discussions of the reason for foregoing the on-campus caterer(s), liability, health unit concerns & guarantee of insurance in the amount of $5,000,000.

Private Functions/"Pot Luck Suppers"

Authorization by Queen's Food Services would not normally be required where the event would be considered private or of a "pot luck" nature. It is not the intention of Queen's
Food Services to prevent the private gatherings of the campus community where food and non-alcoholic beverages would be exchanged.

As this is a broad statement, the following guidelines will help in determining if the event falls within this category:

- The Food should be provided by and for the consumption of those attending the event. This is distinguished from a small group of persons providing food to a larger group; in such cases authorization is required.
- There should be no charge of admission or sale of food/non-alcoholic beverages.
- Attendance should be limited to the group involved and should not be offered to the public.

PLEASE NOTE: Under the Liquor License and Control Act (LLCA), alcoholic beverages may not be provided (with or without fee) unless authorized & provided through the campus liquor license.

HAND WASHING PROCEDURES FOR FOOD SERVICE WORKERS

Fact: The hands are the number one source of spreading food-borne illnesses.

Fact: Proper, frequent hand washing can minimize the spread of such illnesses because hand washing breaks the chain from contamination to food.

The Facts on Proper Hand Washing Procedures

How:

- Wet hands thoroughly. This helps increase the effectiveness of the soap.
- Apply soap using friction. Lather well for a least 20 seconds. Pay special attention to fingertips and thumbs.
- Rinse well, holding hands downward.
- Dry hands thoroughly with paper towel; use paper towel to turn off taps. At home, try to use individual towels, and wash towels regularly.
- Properly dispose of paper towel.

What with?

- Soap
- Running water, water should be warm, but not hot enough to burn skin

When:

- After coughing, sneezing, combing or touching your hair, or touching your face
- After using the restroom, smoking, eating, and after any breaks
- Before and after smoking cigarettes
- After working with raw foods, wash hands before working with cooked foods
- After taking out the trash, touching dirty dishes, utensils, or equipment
- After any potential cross-contamination, such as shaking someone's hand, handling cash, using the telephone

KFL&A Special Events Application Form
https://forms.kflaph.ca/Environmental-Health/Special-event-food-vendor-application

KFL&A Special Events Checklist for Food Vendors
https://www.kflaph.ca/en/organizations-and-professionals/resources/Owners,-Operators-and-vendors/2022-03-24_Special-Event-Checklist-Vendors_AODA-(1).pdf