Vending on Campus

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Contact: Assistant Vice President for Business Services

Introduction
As the university contracts for vending machine operations on campus, the contractor must provide all vending machine service on campus, without exception. Before campus sales are permitted, a review is required in order to meet contractual obligations, assess risk factors, and assure the safety of participants.

Policy Statement
Machines owned and/or operated by persons other than the contractor are prohibited from all campus buildings.

Placement and removal of vending machines on campus must have the approval of Business Services and the building supervisor of the affected building. Questions or problems relating to current or proposed placement of vending machines should be forwarded to Business Services.

While the university reserves the right to sell food and beverages for special occasions, such campus sales are to be reviewed and approved by Business Services and Risk Management. Requests involving student groups require the approval of the Dean of Students Office. Non-student requests should originate with Business Services. Sales of most hot foods, prepared outside a licensed kitchen, are prohibited by city code.

Resources

Links
- Food Vendors - Insurance Fact Sheet
- Resources for Clubs and Organizations
- Dean of Students Office
- Office of Risk Management
- Purchasing Department
- Event Authorization