**Food Service**

**Yuma Campus**

Sodexo Inc. is contracted by Arizona Western College as our exclusive food service provider, serving an extensive range of strict quality that follows food safety standards and policies. Food service carries risks that include but are not limited to health hazards resulting from improper transport, cross contamination, allergens, handling and storage**.**

All activities, meetings and events wishing for meals or snacks must first request food service through Conference & Events. Sodexo has the right to decline providing such service and may grant the requesting department permission to obtain on their own by way of a food waiver from Conference & Events. All AWC purchasing guidelines are to be followed.

External food catering for activities, meetings or events are generally not allowed unless authorized by Conference & Events and a food waiver is granted. Events that invite the community or educational partners cannot bring food to an event but can request food from Conference & Events.

Each situation is considered individually and allowance for one occasion does not set precedence for future occasions.

For Club Activities, please follow club activities process, get activity approved after submitting activity request form, and contact &E if the event or activity has any food related items.

Food service shall be factored into the budget when planning activities, meetings or events. Budgetary considerations are not a deciding factor for granting a food waiver. Last minute requests are not a deciding factor for a food waiver. Options are limited if requests are received without proper time to procure items. Last minute requests will be offered alternative items and limited service, some items are based on availability.

**Reminder! These are commonly ordered items that are [provided by Sodexo through Conference & Events: (waiver will not be granted)**

* Pastries, cookies, fruit trays, coffee and other beverage service
* Pizza, boxed lunches, side dishes, and any combination of items that are considered or constitute a meal.

**Food Waiver Request are not required from Conference & Events, for the following items:**

There are situations that do not require approval or food waivers including but not limited to below:

* Food service at other locations or other campuses other than Yuma Campus
* Departmental consumption in AWC employees breakrooms
* Departmental potlucks for special occasions
* Cases of water, bottled sports drinks outside of Schoening Conference Center areas.
* Items including but not limited to individually wrapped snack size or mini items such as bags of candy, mints, chocolates, or snacks usually found in a concession stand outside of Schoening Conference Center areas.
* No outside food or beverage is allowed inside the Schoening Conference Center, Frances Morris Boardroom, East Meeting Room, Breezeway, and Courtyard.