



## GUIDELINES FOR FOOD-RELATED EVENTS AND FOOD SALES

To comply with the Napa County Health Department regulations related to the preparation, handling, and distribution of food on campus, as well as to guarantee the health and safety of all campus constituencies, the following guidelines for food sales have been established for Napa Valley College:

- Food items must be prepackaged. Prepackaged items are food items packaged at a licensed bakery, restaurant, or grocery store, **OR**
- Food items must be prepared by a licensed food service provider and a certificate of liability insurance must be provided in order to receive event authorization, **OR**
- No foods or perishable beverages can be prepared or stored in a private home due to possible contamination.
- All food and perishable beverages shall be protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated).

### **Additional Points of Clarification:**

- ***Can pizza be sold by the slice?*** Pizza purchased from a licensed food service provider can be distributed by the slice to the public, provided it is protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- ***Can baked goods be separated in single servings for sale?*** Baked goods purchased from a licensed food service provider can be distributed individually to the public, provided they are protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- ***Does the food policy apply to food in baskets assembled for fundraising?*** Yes, unless the food items are pre-packaged.

### **MOBILE FOOD VENDORS (FOOD TRUCKS ON CAMPUS)**

Food Trucks are considered outside caterers may sell (in approved locations) only at events with a college or district sponsor and only at times and locations with approval by the Vice President of Administrative Services at the sponsoring campus and by approval of the Director of Auxiliary Services. Mobile Food Vendors with permission to sell on Campus must be in compliance with the following:

- A mobile food facility permit issued by the Napa County Health Department
- Provide the District with a certificate of insurance (COI) and separate endorsement naming Napa Valley College as additional insured. The COI must include the following limitations:
  - Carry Commercial General Liability
  - Worker's Compensation Liability
  - Automobile Liability Insurance coverage

### **POTLUCKS**

Potlucks are permissible when the following guidelines are met:

- **The meeting or event must be closed to the general public.** Instead, the event is open to a specific target population, e. g., members of a club, students in a class/program, or certain employees.
- There can be **no** charge for the event.
- The event **cannot** be advertised to the general public.

If you have any questions, please contact the Napa Valley College Facilities Department:

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