
Draft - Food and Beverage Service

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Scope

This policy is applicable to all events and activities conducted on the campus of the University of Nebraska at Omaha (UNO). Any exceptions beyond what is included in this policy are rare and require the pre-approval of the Vice Chancellor for Business & Finance or their designee.

The policy is applicable regardless of the funding source, including but not limited to university state-appropriated funds, revolving or auxiliary accounts, grants, contracts, institutional funds, University of Nebraska Foundation funds, UNO Student Organizations, Inc., or external individuals or entities.

This policy governs all types of meetings, events, and gatherings, whether private or public, and whether or not they are promoted to the broader campus or public community. The use of off-campus caterers without prior written approval from the Vice Chancellor for Business & Finance or their designee may result in financial penalties and additional consequences for the sponsoring department or organization.

Policy Statement

The University has exclusive catering contracts in place for each building and retail location on campus. To uphold health and safety standards and comply with university agreements, all food served on campus must be provided by one of UNO's contracted food service and catering partners. Additionally, any beverages served on campus at university-sponsored events must be products distributed by the Coca-Cola Company.

Groups reserving event space are responsible for working directly with the hosting facility to ensure compliance with any additional food and beverage policies specific to that location.

This policy is not intended to restrict individuals from bringing food for personal consumption ("brown bagging") or to prevent small, informal office gatherings where snacks or luncheons are held exclusively for faculty and staff within department office spaces (non-meeting spaces), provided that no students or outside guests are present. Likewise, faculty may occasionally share food with students during scheduled class time to foster classroom engagement or celebrate academic milestones, provided the food is not homemade.

The Food and Beverage policy applies campus-wide, with the following exceptions:

- The Maverick Food Pantry, which serves as an on-campus community support resource providing food and beverages for personal use.
- Limited number of campus-wide events sponsored by the Office of Spirit, Tradition, and Signature Events.
- Housing-sponsored events coordinated by UNO Housing and Residence Life or Scott Housing that are exclusively intended for residents and their families.

Food and beverages remaining from a full-service catered event are prohibited from being offered for re-use or distribution. This standard applies to catered food and beverages offered for service in a way they have been exposed to consumers in a fixed dining facility, self-service, buffet-style service or any other temporary service. The four hours begins when the food is picked up from or delivered by the food provider.

Any food and beverages delivered by an exclusive catering contractor for which the client does not require full service by the caterer or borrowed equipment aside from small, non-temperature-controlled serving-ware is the property of the client. UNO does not claim responsibility for a client's subsequent use and application of food safety standards after the food and beverages are delivered in a delivery-only arrangement.

Food Trucks

Food truck vendors are prohibited from operating on the UNO campus, except under specific circumstances outlined in the Food and Beverage Service Procedures Appendix.

Reason for Policy

University facilities and grounds are often used for events hosted by student, faculty, and staff organizations, departments and other university-related groups. These spaces are also available to external individuals, groups, and organizations, in accordance with university space use policies. Serving food and beverages is often a key element of these events.

This policy exists to protect the health and safety of all individuals consuming food and beverages on university property and to ensure compliance with applicable regulations, including those set by the Douglas County Health Department, the Nebraska Food Code, University contractual obligations, and the laws of the State of Nebraska.

Procedures

[Food and Beverage Service Procedures Appendix](#)

Additional Contacts

Subject	Contact	Phone & Email	Additional Contact Information
Director of Auxiliary Services	Denise Kjeldgaard	402.554.3923 dkjeldgaard@unomaha.edu	
Assistant Vice Chancellor, Chief Financial Strategy Officer	Donald Neal, Jr.	402.554.3570 donaldneal@unomaha.edu	
Dining Suggestions		diningsuggestions@unomaha.edu	

Forms

[Contracted Caterer Listing by Campus Building and Retail Location](#)

[Application for Exception to Food and Beverage Policy Request Form](#)

[Alcohol Service Request Form](#)

Related Information

[Alcohol Service Policy](#)

[Focus on Food Safety Publication by the Nebraska Department of Agriculture](#)

History

New draft policy May 2, 2025. This policy formalizes and codifies existing food and beverage practices currently in place on the University of Nebraska at Omaha (UNO) campus. It serves to document and reinforce established procedures, clarify responsibilities, and ensure consistent application across all university-sponsored meetings, events, and gatherings.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.