POLICY: Insurance procedures mandate that all food must come out of licensed kitchens and a Certificate of Insurance along with a copy of the endorsement must be provided by the food vendor to the URI Department of Safety and Risk Management. Additionally, this Policy must be adhered to in order to insure compliance with all Health Department Rules and Regulations. A copy of the vendor’s food handling certification issued by the Department of Health must also be supplied.

APPLICABILITY: This policy applies to URI Kingston Campus, Narragansett Bay Campus (GSO), W. Alton Jones Campus, and Providence CCE Campus. Further, it applies to all departments and organizations on each of these campuses.

PURPOSE: To insure proper food handling to avoid the risk of illness and possible liability by the University of Rhode Island for expenses associated with individuals getting sick and needing medical attention as a result of improper food handling.

PROCEDURE: Basic Guidelines: Food vendors must provide a Certificate of Insurance and endorsement thereof along with a copy of their food handling certification on an event-by-event basis. It is the responsibility of the organization for which that vendor will be doing business to obtain the required certifications and forward it to the Department of Safety & Risk Management at least three weeks prior to the event. No food vendor will be allowed to do business on University property without proof of insurance and proof of food handling certification. Failure to provide proof of insurance and proof of food handling certification prior to the event will result in the vendor being barred from doing business for that event.

"The Certificate of Insurance shall be in accordance with the Board of Governors for Higher Education's General Terms and Conditions of Purchase and, further, shall confirm that the vendor has no less than $1,000,000 products liability coverage in place for the event for which he/she is on campus. The University of Rhode Island should be named as an additional insured; specifically, the wording on the Certificate of Insurance shall be as follows: “THE UNIVERSITY OF RHODE ISLAND, BOARD OF GOVERNORS FOR HIGHER EDUCATION, AND THE STATE OF RHODE ISLAND.”"

Department Social Events With NO Outside Guests ~ On University Property: (Such as birthday or holiday parties, cookouts, etc.). If the attendees are STAFF ONLY (this includes student staff), food may be prepared, cooked, and/or brought in by the individuals in the Department. It is not necessary to have present a person certified in food handling. It should be noted that the student, faculty, or staff group will be held liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE FOR DEPARTMENT EVENTS OF THIS TYPE.

Outside guests are considered as those individuals NOT employed by the University of Rhode Island. URI students not employed by the University as student help are considered outside guests.
Internal Events WITH Outside Guests ~ On University Property: Food MUST BE prepared, cooked, and/or brought in by URI Dining Services or a licensed kitchen who shall also provide a Certificate of Insurance and proof of food handling certification to the Department of Safety & Risk Management. In lieu of URI Dining Services or other licensed kitchen, should the group choose to prepare and/or cook their own food on the premises, a person certified in food handling MUST BE present while the food is being prepared and/or cooked. Said certified person can be hired (at the group’s expense) through URI Dining Services. Failure to do so will result in the group being held liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE IF POLICY IS NOT FOLLOWED.

Outside guests are considered as those individuals NOT employed by the University of Rhode Island. URI students not employed by the University as student help are considered outside guests.

Buffets On University Property: Groups may pick up food items from a licensed kitchen/restaurant and set up buffet tables. It is not necessary for a certified food handler to be present at the buffet service. However, a Certificate of Insurance is required and food must be labeled, handled, and properly maintained/stored in accordance with the Rhode Island Department of Health regulations. Failure to do so will result in the group being held liable for any expenses associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE IF POLICY IS NOT FOLLOWED.

Events OFF University Property: The facility or homeowner at whose place the food was prepared/cooked shall be liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE FOR DEPARTMENT OR ORGANIZATION EVENTS OF THIS TYPE.

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