

Arrowhead Library System food policy 07/21/15

Arrowhead Library System meeting rooms are intended to be used by staff, departments, board members, and library staff members or representatives for meetings, continuing education, and special events. The serving of food is acceptable when conducted by approved methods. All arrangements for ALS meeting room use are to be made in advance with the ALS business office.

For the protection of all persons attending one of these functions at Arrowhead Library System, food shall be prepared and/or provided by a licensed commercial food service. Any exception to this shall be discussed with and approved by the Arrowhead Library System Executive Director or Assistant Director at least five days before the scheduled event. This only applies to hosted meetings or events at Arrowhead Library System. ALS staff members may bring dishes, share dishes, and host potluck events in the ALS Staff Lounge area.

ALS will provide reasonable morning snacks and afternoon snacks from approved vendors for various training events, user group meetings and ALS sponsored events, provided that budgeted funds are available. However, lunch will not be provided for training events, user group meetings and ALS sponsored events. An exception is for board member meetings. ALS will provide lunch for Board meetings, Executive Committee meetings, and Board Committee meetings, where the benefits of the Board member's or administrations' attendance or participation are for the primary benefit of the Arrowhead Library System. This may be done on or off site. Under special circumstances, the Executive Director or Assistant Director may approve providing meals at other events.

Licensed Food Service definitions:

What is an approved commercial source of food?

An approved commercial source of food can be any restaurant, caterer, retail food store, deli, etc., that is licensed by the health authority in the community where the commercial business is located.

What is a caterer?

A caterer must have a license from the health authority allowing the business to prepare food, and have approved equipment for transportation, set-up, and serving of food at any location. A caterer also returns all food service equipment and potentially hazardous leftovers to its licensed facility.

What is carryout food?

Carryout foods can be obtained from any licensed food facility where the food is packaged or pre-packaged for the consumer. Examples of pre-packed carryout foods obtained from a retail store include: chips, donuts, pretzels, cookies, crackers, canned or bottled soda, etc. These are foods that do not require hot or cold holding. Examples of carryout fast food are: pizza, burgers, box lunches, etc. These are foods that can be potentially hazardous but are generally eaten directly after receiving and leftovers are discarded.

Adopted by ALS Board 10/22/2015