

## **Section I: F. Food Services**

### **1. General Policies and Procedures**

- The Foundation for Seacoast Health contracts with Sodexho to provide all food services for the Community Campus.
- Sodexho, in connection with the Foundation for Seacoast Health, is providing services at low cost to non-profit 501(C)(3) agencies.
- In, general, off-site organizations also including the Community Campus tenants are not permitted to bring outside food to the common areas or conference facilities at the Campus unless given special permission by the Foundation for Seacoast Health.
- Campus agencies/organizations are not permitted to contract with external vendors for any food to be served on-site.

### **2. Catering Policies and Procedures**

- All requests for refreshments must be submitted to Sodexho ten (10) days prior to the day of the services requested.
- To order food, call Sodexho at 422-8262 or submit a catering request form to the Sodexho office at the Campus.
- Organizations that have un-paid catering bills of \$100 or more must pre-pay any future catering events, regardless of size, until such time as their bill is paid in full.
- In the event that collection is necessary, the booking party will pay the Foundation for Seacoast Health reasonable attorney fees and other reasonable collection costs and expenses, including court fees.
- In the event of breach of this agreement by the booking party, the Foundation for Seacoast Health may keep the deposit and the booking party shall be obliged to reimburse the Foundation for Seacoast Health for any damage costs incurred by reason of breach thereof.

### **3. Potlucks**

Organizations may hold potlucks in their designated spaces or the Teaching Kitchen. Organizations may not host potlucks in the common/shared space areas of the building (i.e. meeting rooms, cafeteria, etc.) unless they have special permission to do so from the Foundation for Seacoast Health.

### **4. For More Information:** Contact the Foundation for Seacoast Health Campus Administrative Coordinator at 422-8200

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.