

## UGA Gwinnett Campus

### **Food in Classrooms Policy**

The food policy is designed to:

- maintain the quality of the classrooms for all users
- provide guidance to classroom users as they plan events
- prevent food odors and/or damage in the room and building
- prevent damage to computers, furniture, carpets and other equipment
- prevent proliferation of pests
- comply with health, safety and fire codes

#### Allowed:

- Boxed lunches, fast foods, pizza, sandwiches, wraps, finger food, fruit trays and individual dessert servings (cookies, slices of cake, etc.)
- Canned and bottled drinks and pre-brewed coffee/tea in containers with lids

#### Prohibited:

- Food items which spill easily or cause difficult to remove stains (soups, sauces, casseroles, chili, dips, meatballs, punches, etc.)
- Any food or drink items in computer labs or at computer workstations
- Any items which require plugging into an electrical outlet (coffee/tea pots, warming trays, Crock Pots, etc.)
- open flames or cooking activity of any kind (candles, candle warmers, fry pans, etc.)

#### General Guidelines related to food in classrooms:

- This policy is not all inclusive and Gwinnett staff are available to make additional determinations of acceptable/unacceptable food as necessary in advance of a food-related event
- All food items and disposable serving dishes should be placed in available trash and recycling receptacles and classroom left free of all food/serving items when class ends. Spills should be immediately wiped up as best possible and Gwinnett Campus staff notified immediately.
- Any activity which violates fire code (such as plug-in servers or open flame) is prohibited
- Hallways, doorways, exits and any public egress areas must not be obstructed
- Furniture is not to be moved from space where it is located
- Nothing may be affixed to walls and doors in any manner. Front desk staff or campus facilities manager are available to assist with any signage needs.
- Room 165 should be reserved for catered or buffet-type food events
- For questions or reservations contact: Jill Rhoden at [rhodenj@uga.edu](mailto:rhodenj@uga.edu) or 678-985-6807