

Potluck Guidelines at York University

Message from Food & Vending Services

We are thrilled to see the community's interest in hosting potlucks! These events are a wonderful way to connect, share delicious food, and celebrate the diverse cultures and traditions within our campus. At the Food & Vending Services Department, we're here to support your efforts to make these gatherings both fun and successful.

To ensure the health and safety of everyone involved, we kindly ask that the following guidelines be strictly followed. If you have any additional questions or need assistance while planning your potluck, please don't hesitate to reach out. We're here to help make your event a safe and enjoyable experience for all.

General Guidelines

Restricted Attendance

- Potluck must be private events.
- They are restricted to formally recognized members of a specific group, such as campus departments, groups of departments, student groups, or student organizations.
- Potlucks cannot be open to the general University community or general student population.

Location Restrictions

- Potlucks cannot occur in public spaces on campus, including cafeterias, dining halls, hallways, lounges, or other communal areas.
- Permission to use a designated space must be obtained from the space administrator or through the **Temporary Use of University Space (TUUS)** office.

No Advertising or Fundraising

- Advertising potlucks, either within or outside the group, is prohibited.
- Fundraising through potlucks is **not permitted under any circumstances**.

Food Safety

Group Representative Responsibilities

- Appoint a representative to document:
 - The food items being served.
 - The location where the items were prepared.
 - A list of ingredients for each dish to ensure transparency and manage potential allergens.
- The representative should proactively identify attendees with food allergies or sensitivities so that special attention can be provided to ensure their safety.

Food Allergen Labeling

- **Strongly Suggested:** All dishes should be clearly labeled with their ingredients.
- Labels should specifically indicate if the dish contains any of the following main allergens
 - Peanuts
 - Tree nuts (e.g., almonds, walnuts, cashews)
 - Milk
 - Eggs
 - Fish
 - Shellfish
 - Soy
 - Wheat (gluten)
- To minimize risk, we recommend avoiding foods containing these common allergens whenever possible.

Food Preparation Standards

- Food must be prepared by individuals who:
 - Are not ill and show no symptoms of cold, flu, or other illnesses.
 - Have no wounds or cuts on their hands.
- Follow the [City of Toronto's Food Safety Guidelines](#), including:
 - Proper cooking and storage temperatures.
 - Cleaning surfaces and appliances thoroughly.
 - Using safe methods to transport and store food.

By following these guidelines, your potluck will be both enjoyable and safe for everyone involved!