



MUSC Policy on Potluck Events

- Potluck Events in MUSC may be held in private offices or in any of MUSC's 14 meeting rooms.
- Attendance at Potluck Events shall not exceed the capacity of one bookable room.
- Many members of the group must bring food to qualify as a Potluck Event.
- No fee may be charged or collected for participation in a Potluck Event. This will not preclude donations from being accepted at a Potluck Event, provided such donations are not intended to fund the Potluck event itself.
- Potluck Events must be private events and not be open to the general McMaster community or student population. Campus departments, groups of departments, student groups, and student organizations may host internal Potluck Events for formally recognized members only. Potluck Events that are publicly advertised or open to the public are not permitted.
- Cooking and food preparation is to be done off-site. No food preparation or cooking is permitted within MUSC meeting rooms or public spaces. Sterno pots, electric coffee urns and slow cookers are permitted within the rooms, provided they are carefully supervised and responsibly used. Hotplates, electric griddles and frying pans are not permitted.

- Sponsors of and participants in Potluck Events must follow food safety procedures to reduce the risk of food-borne illnesses.
- Perishable food must be maintained at its required temperature. Hot food must be kept hot and cold food must be kept cold.
- Sponsors of Potluck Events are responsible for all cleanup after the event.

For any questions about this policy, please contact MUSC Administration at musc@mcmaster.ca; or 905-525-9140 ext. 22722