



## WPI Employee Potluck Policy

Potluck events are closed events where WPI faculty and staff may bring homemade food to be consumed by office or department members in a staff/faculty office or department managed conference room.

The event name/description must indicate home-prepared foods will be served and a visible sign at the event must read “Home Prepared/Not Inspected.” All expenses are the responsibility of the individual. Chartwells will not supply any additional food, beverage, linen or service items.

Each dish must include a card with the preparer’s name and ingredients to support those with food allergies or preferences.

Events open or advertised to non-department members, the general university, or public, or occurring in reservable event/meeting/classroom spaces must use [Chartwells](#) or a [Chartwells approved licensed provider](#).

As you plan your event, please adhere to state and local health regulations concerning safe preparation, storage, transporting, handling, and serving of food in alignment with the following guidance: [State of MA Potluck Events Advisory](#) and [USDA Food Safety Resources](#). At all potluck events, the [Regulations for Alcohol Service in WPI Facilities](#) must be followed.

Contact the following resources if you have questions.

Area	Description	Contact
Event Applicability	Conference and Events Services Office	<a href="mailto:events@wpi.edu">events@wpi.edu</a>
Health & Safety	Environmental Health & Safety	<a href="mailto:ehs@wpi.edu">ehs@wpi.edu</a>
Catering/External Provider	Chartwells	<a href="mailto:chartwells@wpi.edu">chartwells@wpi.edu</a>