

Topic: University Catering Policy**Updated: May 22, 2001**

Food may be served at campus events in any of four ways (with certain special restrictions in the University Commons):

1. Catered by University Dining Services
2. Catered by an approved caterer other than University Dining Services (except within the University Commons)
3. Prepared by the sponsor
4. Purchased from an approved off-campus source and either picked up or delivered but not catered (i.e. set-up, served, and removed).

Organizations that wish to have an event catered by University Dining Services may make arrangements for catering service by contacting University Dining Services Catering Manager.

Departments and student organizations funded by the University that wish to have an event outside of the University Commons catered by a caterer other than University Dining Services must contact Purchasing to determine if the desired caterer has been pre-qualified to provide this service. If they are not pre-qualified and sufficient lead time exists, the business may provide the necessary information to Purchasing to become a registered food vendor. If the desired caterer can not or will not pre-qualify, then the purchase will not be authorized.

Student organizations not funded by Activity and Service fees that wish to have an event outside of the University Commons catered by a caterer other than University Dining Services must provide the name and address of the caterer on the Food Service Registration Form.

Student organizations that wish to serve food prepared by its membership or purchased from an off-campus source must complete and sign a Food Service Registration form. The sponsoring organization will receive a copy of this policy and an overview of general food handling procedures.

Departments and student organizations sponsoring events are not allowed to sell food or drinks except for approved fund raising activities meeting specific guidelines.

Departments and student organizations providing their own food or purchasing from off-campus must provide all the necessary supplies (including paper products, flatware, serving containers, ice, etc.) University Dining Services nor University Commons and Student Activities has any responsibility for providing any materials or supplies. Some materials and supplies may be purchased from University Dining Services if appropriate arrangements are made.

Departments and student organizations providing their own food or purchasing from off-campus must promptly remove all left over items at the end of the event or activity and ensure tables are wiped clean.

Departments and student organizations providing their own food or purchasing from off-campus must comply with all appropriate food service food handling and sanitation requirements.