

University of St. Thomas Policies

OUTSIDE CATERING

Policy Number: G.04.06

SCOPE

All staff, faculty, students and student groups.

PURPOSE

To describe the policy on outside catering.

POLICY/PROCEDURE

1. It is the policy of the University of St. Thomas to utilize the services of the University food service contractor wherever possible for on-campus events. This policy is designed for several important reasons, most importantly, quality control, to ensure proper cleanup, and maximize the financial benefit the University receives from its contractual share of the vendor's business.
2. Exceptions to this policy will only be permitted in cases where the sponsoring organization desires a type of food or refreshment which the University food service contractor cannot, or does not wish to provide, or where the difference in price or quality is significant, as defined below.
3. In all cases, the University food service contractor will be given the opportunity to bid on any function involving food or beverages to be held on campus, with the possible exception of light snacks or beverages incidental to the occasion provided by the sponsoring group itself. When in doubt, the sponsoring organization should call Food Services at ext. 3873 to determine whether the University food service contractor desires to bid or the event would be covered by this policy.
4. Any event which a sponsoring group wishes to have catered by an outside caterer must receive a complete written bid from the outside caterer outlining in detail the type of food, the quantity required, the serving arrangements, including full setup, serving, cleanup, taxes and gratuity charges. If the sponsoring organization wishes to provide its own labor for any of these functions, an appropriate amount for the value of these services must be added to be comparable to that level of service provided by the University food service contractor. Once a comparable bid has been obtained, in no case will an outside caterer be allowed to provide food service for an on campus function unless the outsider's bid (including all the above items) is more than 10% lower than the bid made by the University food service contractor.
5. Any questions or exceptions from the above guidelines will be granted only under unusual circumstances at the sole discretion of the Associate Vice President of Services.

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APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: