

POLICY MEMORANDUM

No. I-92

Catering Services in University Facilities

This policy applies to on-campus catering services in excess of \$150 in cost.

Campus departments, recognized organizations, and/or other groups and individuals may engage the services of individuals or business entities that will be paid for the delivery and setup of prepared food (catering) on and in campus facilities. A catered event is defined as an event where food/beverages are delivered, set-up, monitored and cleaned up/removed by employees of the vendor. Catered events can be buffet style or full-service.

The current dining services contractor is the exclusive provider of food services in the Havener Center and Residence Hall dining areas. The current dining services contractor is an approved caterer for the remainder of campus facilities.

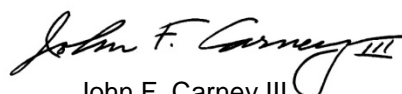
Campus departments planning to engage the services of an off-campus caterer must first receive approval from the Dining Services Liaison, located in the Student Affairs Office. Businesses performing catering services in and/or on university facilities must:

1. Possess a current business license for conducting business in Rolla.
2. Have a current certificate of insurance on file with Student Affairs indicating general liability coverage of not less than \$1,000,000 combined single limit, \$2,000,000 aggregate and naming the Curators of the University of Missouri as an additional insured.
3. Be designated by Student Affairs Office at Missouri S&T as an approved caterer.
4. Pay the campus (*initially directed to the Student Affairs Office for distribution*) a 7.5% commission on all, on campus, catering sales.
5. If alcoholic beverages are being served: Service of alcoholic beverages may only be done with the prior approval of the Chancellor or the Chancellor's designee. Service must be provided under a state liquor license, be provided by the university catering services or another approved caterer in conjunction with a contracted event and must be conducted in full accordance with campus and University policies as well as all applicable laws.
6. Not use kitchen facilities and equipment in the Havener Center and the residence halls without the pre-arranged approval of the campus food service contractor.
NOTE: There should be no presumption of kitchen facility availability. These multi-function facilities may be scheduled to support separate programs.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Vice Chancellor for Student Affairs

BASIS: Contractual Agreements with Food Services and Vice Chancellor for Student Affairs


John F. Carney III
Chancellor