

## **Replacement Text – Revised and Approved by Mike Neal on 8/25/06**

### **Catering and Dining Services**

The University's Catering and Dining Services department provides food and beverage service in support of all activities throughout campus. Catering offers attractive and tasty menu options for receptions, luncheons, banquets, casual gatherings and formal dinners.

Event coordinators anticipating food and/or beverages being provided at their event should (a) inform the ACAC space reservationists (631-2251) at the time of scheduling the event, as well as (b) contact Dining services directly at 631-2145 to discuss your menu options. To ensure the availability of your menu selections, please communicate with both departments at least ten (10) business days prior to the schedule event. Short-term arrangements can be provided, however, menu choices may be limited due to the availability of some food items.

### **The University's Self-Catering Policy**

For public health and safety reasons, all meals, snacks, and beverages served on the University's campus are to be arranged through TU's Catering and Dining Services department. The University may (though not in every case) grant exemptions to this policy if:

1. The scope of the combined food and beverages is under \$100.00 in value;
2. The outside food is not homemade;
3. The outside food is either pre-packaged or provided by a licensed vendor;
4. The request to utilize an external licensed vendor is submitted on corporate letterhead to **(and approved by) the Director of Dining Services** (631-3883) at least ten (10) business days prior to the event;
5. The sponsoring organization assumes full responsibility for the set-up, service, clean-up, and any resultant liability responsibility for compliance with reasonable food handling practices; and
6. Pre-approved, self-catered events hosted in ACAC might be permissible under the aforementioned circumstances, and if held either in the Chouteau Room, the Gallery, Great Hall B, or the Administrative Conference Room (with some ACAC/Dining exceptions).

In most cases, a University employee will be contracted to be in attendance at the self-catered event, at the expense of the sponsoring organization, to ensure access to appropriate cleaning supplies and adequate clean-up after the event. **A minimum of \$50.00 "Additional Clean-up Fee" may also be assessed if the sponsoring organization does not satisfactorily clean up after their event.**

### **Summer Conferences, Camps, Workshops and Clinics**

The Summer Conference Services program provides a one-stop communication point for scheduling all guest housing, dining, catering, meeting, and recreational space needs for summer camps and workshops. Coaches, coordinators, and program directors for summer programs are to coordinate their resident and/or commuter meal plans and any catering plans through the Director of Allen Chapman Activity Center (631-5059) as a part of the summer conference services.