

ADMINISTRATIVE DIVISION	Division of Administration and Finance
POLICY NUMBER	BUSA 1.03
POLICY TITLE	Catering for Student Organizations
SCOPE OF POLICY	USC System
DATE OF REVISION	December 18,2025
RESPONSIBLE OFFICER	Executive Vice President of Administration and Finance and Chief Financial Officer
ADMINISTRATIVE OFFICE	Business Affairs

PURPOSE

This policy outlines delegations of authority and guidelines regarding catering services for recognized student organizations at all University of South Carolina institutions.

DEFINITIONS

Student Organization: A student group that maintains active status at a University of South Carolina institution, has fulfilled all institutional responsibilities for recognition, and represents a group of students—undergraduate or graduate—who come together to support a particular view, explore common interests, or accomplish identified tasks. Student organizations must be student-initiated and student-led.

Food Service Provider: The company or contractor selected through a formal procurement process to provide dining and catering services at a USC institution. Each institution’s provider holds exclusive rights to provide catering on campus, unless an approved exception is granted.

Exception: Written approval granted by the responsible institution authority allowing the use of an outside food provider in circumstances defined by institution procedures.

POLICY STATEMENT

Catering for events sponsored by student organizations must comply with the dining services contract at each USC institution. Recognized student organizations may provide, purchase, or request catering services for their events through approved means, as defined by institutional procedures.

Each USC institution may approve limited exceptions for outside catering or self-provided food when permitted under its dining contract and related health and safety regulations.

PROCEDURES

Detailed procedures for departments, divisions, and student organizations—including how to order services, request exceptions, or coordinate catering—are maintained by each institution’s Dining Services office.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[BUSA 1.00 University Dining Services](#)

[STAF 3.02 Alcohol Policy and Guidelines for the University Community](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 1, 2006	New policy approval.
July 9, 2015	Policy has been revised to update procedures and to add a link for Horseshoe Catering.
December 18, 2025	Updated to systemwide format and revised.