

NUMBER: BUSA 1.03  
SECTION: Business Affairs

SUBJECT: Catering for Student Organizations

DATE: November 1, 2006

Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Helen Zeigler  
Issued by: Business Affairs

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I. Policy

Catering for events sponsored by student organizations may be handled in one of three ways as described below:

II. Procedure

- A. Organizations may provide food items approved by the Director of Student Life for their own events in Russell House meeting rooms designated as areas where food may be served.
- B. Organizations may order prepared foods with assistance from Dining Services to determine the appropriate quantity of food on a take-out basis from the University's food service provider in the Russell House.
- C. The University's food service provider has exclusive rights to provide full service catering for all receptions, banquets and breaks on campus. The following procedures should be followed in arranging catering for an event:
1. The host needs to reserve rooms through proper channels before booking the event with Dining Services. Tables required for the set up of buffets, coffee service, etc., are the responsibility of the organization booking the event.
  2. To serve alcohol at an event, obtain approval in writing from the Student Life Office before booking the event with Dining Services. Catering will not book the event without a copy of the approval.
  3. Book all catered events no less than seven (7) days in advance with the Catering Department.
  4. The Assistant Director for Resident Student Programs must co-sign the Catering Contract with the person booking the event. This does not apply to student organizations which are not part of Resident Student Programs.
  5. Final guarantees should be called in to the Catering Office no later than three (3) working days prior to the event. Dining Services will charge the organization for the guarantee or actual count.
  6. Dining Services must receive a purchase order 24-hours before the event or Dining Services will cancel the event.

D. For further information and requests for services, call 777-7919.

Send Comments to [Helen Zeigler](#)