

NUMBER: BUSA 1.03
SECTION: Business Affairs
SUBJECT: Catering for Student Organizations
DATE: November 1, 2006
REVISED: July 9, 2015
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Helen Zeigler
Issued by: Business Affairs

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 Associate Vice President for Student Life and Development or designee 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.
- D. For further information and requests for services, call [Carolina Catering](#) at 777-7919.

III. Reason for Revision

Policy has been revised to update procedures and to add a link for Carolina Catering.