

NUMBER: STAF 3.27
SECTION: Division of Student Affairs and Academic Support
SUBJECT: Russell House University Union Catering Policy
DATE: May 1, 1996
REVISED: October 18, 2016
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Student Affairs
Issued by: Office of Student Life

I. Policy

All registered student organizations or departments utilizing activity funds may contract with either University Dining Services or an approved Russell House University Union (RHUU) caterer for events held in the Russell House. An event catered by an off-campus caterer shall not be open to the general public. These events are exclusively for the sponsoring organization/department. (See University Policy BUSA 1.03 Catering for Student Organizations.) No organization or department may sell food or contract with an off-campus caterer/vendor to sell food. Bake sales will be permitted.

II. Procedure

- A. Only caterers on the approved RHUU caterer list may be used. The approved RHUU caterer list will be maintained by the RHUU event services coordinator. The final approval for using a non-University caterer will be made by the Director of the RHUU. A non-university caterer may be added to the approved RHUU catering list by contacting the RHUU event services coordinator no later than one month prior to the scheduled event.
- B. All meeting rooms, lobbies, the ballroom, theatre and game room, except the Witten Room and Senate Chambers, are designated as areas in which food may be served.
- C. A user fee will be charged for all catered events or events where food is served. See the RHUU event services coordinator for current fee charges.
- D. To serve alcohol at an event with students in attendance, the organization must:
 1. have attended an alcohol policy workshop

2. obtained approval in writing from the Director of Student Services before the reservation will be approved by the Director of the RHUU
 3. submit the Alcohol Event Registration form for serving alcohol to the Director of Student Services at least five (5) working days prior to the event
- E. The ballroom is the only location within the RHUU where alcohol may be served. Please refer to University Policy STAF 3.02 University Policy and Guidelines on the Use of Alcohol by Students for detailed information or visit the Office of Substance Abuse Prevention and Education in the Department of Student Life.

III. Related Policies

University Policy BUSA 1.03 Catering for Student Organizations

University Policy STAF 3.02 University Policy and Guidelines on the Use of Alcohol by Students

IV. Reason for Revision

Policy organization, content and accuracy reviewed; no substantive revisions required.