



Outside Catering Policy

ADM 37.0

Purchasing/Business Affairs

Policy Type: Administrative
Applies to: Faculty, staff, students

POLICY DATES

Issued: September 2022
Last Revised:
Reviewed:

The university will pay for catering expenses for business functions as needed within approved budgets. The university has an agreement with our food service contractor, AVI, to serve the needs of our campus community for any food or catering events that are held on university property and paid for with university funds of \$200 or more. This policy is in place to ensure quality control, proper cleanup and maximize the financial benefit of using a preferred vendor in this area. Any other outside caterers must be approved by the Business Office.

Policy Details

In all cases the university food service contractor will be given the opportunity to bid on any function involving food or beverages to be held on campus. This includes the use of food trucks.

Anyone who would like to bring a food truck to campus needs to fill out the outside catering request form at least 3 weeks in advance of the event. The form must be routed and approved prior to contracting with the food truck provider. Food truck providers will need to follow the following guidelines to be approved to be a provider on campus:

1. Food trucks must provide proof of commercial general liability, worker’s compensation liability and automobile liability coverage with limits of at least, \$1,000,000 including an endorsement that names the university as an additional insured.
2. Food trucks must have all equipment always contained within or on the mobile unit and be properly enclosed.
3. Food trucks will park in designated areas.
4. Food trucks must remove all trash and litter when they leave campus.
5. Food trucks must prevent the disposal of any materials, including rinse or wash water, any spilled materials or any waste into streets, gutters, storm drains or creeks.
6. Food trucks must obey all parking, traffic and vehicle safety laws, regulations, and restrictions.

PROCEDURE

Complete Outside catering request form. Complete purchase order form.

Responsibilities

Position or Office	Responsibilities
Purchasing/Risk Manager	Provide purchase order and review risk
Director of Camps and Conferences	Receive approved form and route to appropriate offices

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Resources

Contacts

Subject	Office	Telephone	E-mail/URL
Any	Purchasing	330-823-2280	businessoffice@mountunion.edu
Availability	Director of Camps and Conferences	330-829-2877	https://www.mountunion.edu/camps-and-conferences

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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Revised Date:

Reviewed Date: