

University of Saint Francis Food & Catering Policy

Food is served at a variety of events and meetings at the university. The role food plays at such functions can be to satisfy attendees' hunger, provide nutrients that people need in order to stay alert, contribute to a celebration, or fulfill the hospitality role.

For larger gatherings (employees, students or university guests) or concessions held on campus, the university's food service provider has **exclusive rights for catering**, unless they waive the rights to such catering. It is the responsibility of the sponsor for these types of events to notify the Director of Food Service in advance of the catered affair by completing the Catering Request & Exemption Form at least **two weeks** in advance of the event. This form is on the intranet under Student Life.

Dining Service catered events sponsored by a university department will receive a five percent discount that will be taken off the bill at the time of invoicing. The exception to this discount is summer camps, preseason meals for athletes and freshmen orientation. Meals for these groups are priced separately; therefore, they do not receive an additional discount.

For small gatherings or meetings (department/office employee meetings & student club or student leadership meetings), food and beverages may be purchased, brought from home or ordered through Dining Service. Allen County Health regulations should be met when providing food to any group. This information may be found on the Student Life page on the intranet under *Food Safety Hints for Non-Profit Organizations*.