

Centennial Student Union Procedure

Procedure Food and Beverages	Effective Date 7/1/2013
Custodian of Procedure Director, Centennial Student Union	Last review 7/1/2013

Statement

Food and beverages served in the Centennial Student Union must be obtained from University Dining Services. University Dining Services has first right of refusal for the preparation and sale of food at campus locations. In addition, Pepsico has exclusive rights to beverages served at campus locations. Commissions on pricing are used to improve campus dining facilities and represent the student body in sustaining appropriate student fees.

Exceptions to this procedure, which require advance, written approval from University Scheduling and Conference Services, include bakes sales, potlucks, and student development dining.

Procedures

Food and beverages served on campus for meetings and events must be obtained from University Dining Services. Food and beverage requests should be made at least two weeks prior to the intended activity to allow sufficient time to order food and schedule staff. Catering pricing is available on the University Dining Services web site and is updated annually.

Bake Sales or fundraising activities have to be approved by University Scheduling and Conference Services. Requests should be made at least five business days prior to the intended activity.

Potlucks, defined as meals to which each participant brings one dish that is shared by everyone, have to be approved by University Scheduling and Conference Services. Requests should be made at least five business days prior to the intended activity.

Student Development Dining, defined as activities where student groups partner with University Dining Services to prepare and distribute food, have to be approved by University Scheduling and Conference Services. Requests should be made at least four weeks prior to the intended activity to allow sufficient time to determine kitchen availability, to order food, and to schedule staff.

Rationale

The University has an exclusive contract with a food service vendor to provide quality food service campus wide. The Centennial Student Union receives commissions from the food service vendor which are used to improve campus dining facilities and represent the student body in sustaining appropriate student fees.