

Catering for Small Campus Groups

Policy Purpose

The purpose of this policy is to provide a more flexible avenue for catering food events for thirty (30) or less attendees for on-campus group events. This policy does not apply to non-campus groups meeting on the USC Upstate campus.

Sodexo Campus Services is contractually obligated to provide all food services to the USC Upstate campus. However, under the “first right of refusal” clause, they are given the option to decline services for catered events on a case-by-case basis.

Requirements

1. Event must be scheduled with Special Events.
2. A liability release and acceptance form must be signed with the unit/University individual responsible for the food service. This transfers the liability for food preparation, service and quality from University Dining Services to that unit/University individual.
3. All food must be prepared by a licensed caterer. No food may be prepared on-site or prepared by individuals and brought on campus to be served.
4. It must be an on campus group meeting. (This does not apply to off campus groups).
5. Any and all set up and clean up is the sole responsibility of the person in charge of the event.
6. No services will be provided by dining services. This means no ice, cups, plates, napkins, trash bag etc. will be furnished.
7. Food events for over 30 people must still abide by the current restrictions of having food provided through dining services on campus.
8. Contracting with outside vendors must be done according to purchasing procedures and the unit is responsible for vendor coordination and receiving service.
9. Payment to vendors will be done according to University accounting procedures and the unit is responsible for processing payment documents in a timely manner.

Procedures

All paper work for the event will be processed the same as all events. The waiver that must be signed will be sent out in the same manner as a catering request. It should be signed and returned to catering.