

CATERING POLICY

Policy/Procedure - Use of Institutional Funds for Food

I. Purpose and Objectives

Establishes procedures for use of institutional funds to purchase food and beverage (F&B) or catering services. Objectives include:

- Ensuring College community members execute advance planning and preparation to ensure successful College events for all parties involved.
- Providing guidance on purposes and circumstances under which institutional funds should and should not be used.
- Ensure relevant parties are involved in decisions involving institutional funds.
- Ensure catered functions advance the mission of the College through application of the institution's strategic plan.

Use of Dickinson College Catering is required for on-campus events where food is served due to College investments in fixed resources (staff and equipment) associated with delivering complete dining and catering services.

Policy Goal

The goal of this policy is to maximize to the greatest extent possible the overall value obtained from the use of institutional funds and to minimize the real dollars leaving the campus except in circumstances that will overextend the College's catering resources. The true incremental cost to the College associated with any catering order consists only of the variable costs (i.e. food and additional staff who are scheduled to work for the event). The use of outside vendors incurs true costs to the college consisting of both the fixed and variable costs. Maximum value can be achieved through the use of internal resources, i.e. reduced costs to the College by using Dining Services' volume purchase agreements and utilizing production staff who are already on the schedule, as well as equipment which the college already owns. Goal points:

- To keep board charges and on-campus F&B prices to a minimum. Dining Services has a responsibility to establish policies that serve the interests of the student body and of the entire College community. This policy contributes to keeping prices low by spreading costs over as high a volume of business as possible.
- To maintain a positive public image. Those attending functions and activities at Dickinson College generally assume that the College provides food and beverages served; the quality provided is a major factor in projecting a positive image of Dickinson facility guests.
- To cover all costs associated with F&B events. Clean up and related

costs are incurred at F&B events. These costs are included in the pricing structure of food furnished by Dickinson College, but may be shifted to the College by outside caterers.

- To ensure that food not consumed at an event remains the property of Dickinson College. Health guidelines mandate that the College assume responsibility for and have control over unused F&B.

II. Use of Institutional Funds

Use of institutional funds for any purpose is subject to the approval process described in Section IV. Requests for all catered functions that are to be funded by institutional funds shall be made through Dickinson College Catering.

College internal customers may receive a 10% discount off the price of food and beverage services through Dickinson Dining and Catering Services¹; prices are based on the Catering Menu. Pricing for external customers will be set at prevailing market rates. Discounts will not be applied to external groups; college departments will not make requests for non-college groups. Discounts do not apply to additional services and non-food charges, i.e. delivery fees, linens, and TIPS servers.

Use of institutional funds for purchase of food, beverage or catering shall be:

- A. To support College community events.
- B. To support officially recognized College group events.
- C. To support academic initiatives that broadly affect College community members.
- D. To support College fund-raising and community outreach efforts.

III. Institutional Funding of Catered Services

Institutional funds for the purchase of food and beverage or for catered functions shall be requested through the College budgeting process. Budget requests shall be reviewed and approved or denied by the College Planning and Budget Committee.

IV. Process for Requesting Catering Services Using Institutional Funds

- A. Groups make a space reservation request through CASE.
 - a. Group indicates a choice between providing their own food, using an outside caterer or using Dickinson Dining Services (DDS) as a caterer.
 - b. CASE will indicate on the Setup Worksheet that the group has made a request as indicated in Aa. and will also indicate that the

¹ Custom menus are not eligible for a discount; cost is the published rate.

- request for space is “pending approval of the waiver from DDS and receipt of the Certificate of Insurance.”
- c. Group will continue to section B for DDS approval.
 - d. If students request external catering and the waiver is denied; DDS will advise CASE via email.
 - e. If a request for external catering and waiver is approved; DDS will advise CASE via scanned copy of the approved waiver.
 - Once the waiver is received, CASE will follow up with the organization to get the necessary Certificate of Insurance (COI) to cover the caterer.
 - When the COI is received, CASE will approve the event and it will be published on the calendar.
 - If the COI is not received; CASE will advise the organization that CASE is cancelling the event.
- B. Provide catering services with written approval to use institutional funds by delivering a completed Internal Requisition or Student Senate Authorization Form. Provide catering services appropriate approval for service of alcohol as applicable.
- C. Place request for services by following standards and guidelines published² by Catering Services. Customized, complex, or global and authentic themes require significant pre-planning and advance notification.
- D. Requests made after published deadlines may be declined or may be assessed an additional fee as published in the catering guidelines. Declined requests do not mean an event cannot be held; however, the event will not have F&B service provided by DDS Catering.
- E. Catering requests may be granted an exemption from use of Dickinson College Catering at the discretion of the Director of Dining Services and the Catering Manager providing the request was submitted prior to established deadlines. Exemptions typically are granted if Catering Services’ resources will be over-extended upon review of each event.
- a. Exceptions allowing outside caterers to serve food or beverages on campus will be made by the Director of Dining Services, the Catering Manager, and Director of CASE. Exceptions may be requested by completing the Dickinson College Event Food and Catering Exemption Form:
 - Complete form
 - Take form to CASE (Conference and Special Events) for signature confirmation that the Certificate of Provider’s Insurance is on file.
 - b. All of food at events face the possibility of food and beverage-borne illnesses. Hosts of events with *food-on-their-own* are responsible for food safety at the event.
- F. There is an automatic exemption for events with fewer than 25 people and

² Standards at Dining Services’ website or at:
www.dickinson.edu/download/downloads/id/6402/catering_guide.pdf

spending less than \$200. The rationale for these numbers is that food for groups of 25 or more people have greater risks of foodborne illness outbreaks and require more planning for food safety controls

- G. Other exemptions from the requirement to use DDS Catering Services are requested through the Director of Dining Services and may include:
- Contracts with “food trucks” to support Student Senate and Student Life programming.
 - Specific ethnic or world cuisine to support a related cultural program or event.

Related Information

History/Revision Information

Responsible Division/Office: Dickinson Dining

Approval Date:

Effective Date:

Last Amended Date: 10/1/2021

Next Review Date: 10/1/2024

Also Found In:

Dickinson College: Event Food and Catering Exemption		
Event Name:		
Event Date:		
Event Sponsor(s):		
Event location:		
Event size/number in attendance:		
<i>Signature of responsible person:</i>		
If exemption is granted, applicant releases Dickinson College of all liability for concerns related to food and/or food safety provided by external sources as a part of this event.		
Provider(s)'s Name - list all sources		
Catering Manager:	APPROVED	DENIED
Signature/Date:		
Director, Dining Services	APPROVED	DENIED
Signature/Date:		
COPY TO CASE - Conferences and Special Events		

Dickinson College Standard Exemptions for Food On Your Own		
The following requires submission to Dickinson College Catering Services for first-right-of-refusal if one or more answer "YES":		
<i>Purchases from restaurants</i>	YES	NO
<i>Purchases from catering providers</i>	YES	NO
<i>Food or events with anticipated attendance of 25 or more</i>	YES	NO
<i>Food purchases of \$200 or more</i>	YES	NO
<i>Food being served by non-Dickinson party</i>	YES	NO
<i>Non-Dickinson groups (AWC, CALC, CPYB, etc.)</i>	YES	NO
Standard exemptions typically include:		
<i>Groups of less than 25 and food expense under \$200</i>		
<i>Dickinson office events and luncheons held within assigned office space; and restricted to assigned department members</i>		
Catering services cannot provide services or supplies to events with a food-on-your-own exemption. Examples of unavailable services or products include linen, serving utensils, disposable plates/utensils/cups/napkins, ice, food serving employees, cooks, decorating set-up, china, storage, and transport.		
Customers may choose to order items for pick-up from catering (bakeshop, deli platters, etc.). TIPS servers must be arranged through catering services for on-campus events		