

EXTERNAL FOOD & BEVERAGE POLICY

Policy

The University of Mary has the following policy regarding external food and beverage purchases for events taking place on or off campus:

External Client Events: All external clients utilizing University of Mary facilities for events are required to purchase all food and beverages through University of Mary Catering Services.

On Campus Events: When using University funds to provide food and beverages for events taking place on campus, University of Mary's Catering Services should be pursued as the primary vendor for these services.

If University of Mary Catering Services are not available or are not selected to service an on-campus event, the event organizer may use University funds to purchase food and (non alcoholic) beverages from an external vendor without prior approval, so long as the total amount is less than \$100. Alcoholic beverages for on-campus events are required to be purchased through University of Mary Catering Services.

If external food or beverages are brought onto campus for an event, University of Mary Catering Services will not be permitted to provide any services to that event. The event organizer will be responsible for providing all food and beverage needs (i.e. drink containers, food warmers, plates, cutlery, etc.) and will be responsible for cleaning up at the conclusion of their event.

With regard to "Potluck" style events taking place on campus, so long as no University funds are used to purchase items for this type of event, the event organizer would not be required to obtain approval to bring in outside food and beverages.

Off Campus Events: For events taking place off campus, the event organizer may use University funds to purchase food and (non alcoholic) beverages from an external vendor, so long as the total amount is less than \$100. All requests to purchase alcohol with University funds are required to adhere to the University of Mary's Alcohol Reimbursement Policy.

Request Form: For all food and (non alcoholic) beverage purchases over \$100 and all alcoholic beverage purchases, the event organizer is required to obtain approval by completion of the "Request to Purchase External Food &/or Beverage with University Funds" form prior to the date of the event. Requests to initiate this form may be directed to the Events Office or Business Office.

At the discretion of the Executive Vice President, select residences owned by the University of Mary and pre-existing agreements with select departments may be exempt from this policy.

Approved

14 December 2022 by the President's Council

11 October 2023 revised by the President's Council