

EXTERNAL FOOD & BEVERAGE POLICY

Policy

University of Mary Dining Services has the following policy regarding external food and beverage being brought onto campus for 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 is not available or is unable to service an on-campus event, the event organizer must obtain written permission from their Vice President, stating that they have been approved to use University funds to purchase food and beverage from an external vendor for their event.

If external food or beverages are approved to be 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, 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 Vice President approval to bring in outside food and beverages.

Approved

14 December 2022 by the President's Council