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THE COLLEGE OF

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**WOOSTER**

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**CAMPUS DINING SERVICES  
CATERING POLICIES**

**Effective August 17, 2015: Purpose, Scope and Procedures for Internal and External Customers**

## **Purpose and Scope**

The College of Wooster Campus Dining Services department is the exclusive food provider for the College. The College of Wooster holds the Food Service Operation Licenses issued by the Wayne County Health Department for Lowry Center dining room and kitchen, the Tartan Room, Mom's, MacLeod's, the Scot Dog Cart, Kittredge and Old Main Café, as well as for vending and catering on campus. As a licensed food service operator, the College's food service operation facilities are governed by the regulations found in the Ohio Food Code.

The College's Campus Dining Services shall have the first right of refusal to provide catering service for all campus events scheduled at any available campus facility. This normally involves food that is purchased from and/or prepared in one of the licensed commercial kitchens, and is either picked up by the customer or is delivered by Campus Dining Services to the event location.

Catering services are defined as furnishing food and beverages to College's community and guests with the intent to advance the interests of the College. Catering services may be purchased for official college meetings, functions, luncheons, receptions, and similar events in accordance with the [College's Hospitality Expense Policy](#). Supervisors and budget managers are responsible for the prudent use of catering services.

## **Definitions**

### **Internal Customers**

An Internal Customer is any employee of the College authorized to represent a College department, or an organization, including students, conducting an event.

### **External Customers**

An External Customer is anyone who is not employed by the College seeking a catered event on or off the College's campus. An external customer may also be defined as an employee of the College who is purchasing catering services for personal use.

### **Student Organization Food Events**

Food events organized by the College's students which are held on campus and paid for with College funds.

### **Pot Luck / Carry-In Events**

A potluck/carry-in is a closed event where no money is exchanged and where homemade food is provided by group members to be consumed by group members. In order to minimize the College's risk, Potluck/Carry-in events that occur on campus must be prepared by College community members (employees and students) and served exclusively to College community members. Potlucks should not involve constituencies from outside of the College community and may not be held in facilities licensed by the College as food service operations.

### **Food Samples**

The distribution of free food samples by the College's Campus Dining Services or an approved vendor. Dining Services or approved vendors may provide and distribute free food samples on campus with the permission of the College's Director of Dining Services.

### **Charitable Food Donations**

Wholesome food which has been properly stored, prepared and held at safe refrigeration temperatures (if applicable) donated to external groups for charitable purposes by the College's Campus Dining Services.

## Guidelines

1. Internal customers must use The College of Wooster Campus Dining Services catering for any event in a College of Wooster facility with two (2) exceptions\*:
  - I. When students, faculty, and/or staff meet with students, food may be purchased outside of Campus Dining Services providing the cost does not exceed \$8.00 per person and the total cost does not exceed \$250.00.
  - II. When an exemption is approved by the Director of Campus Dining Services using the [Catering Exemption Request form](#).

\*These two (2) exceptions apply only to this catering policy. All purchases of food must be allowed under the hospitality policy and documented in accordance with the College's policies for reimbursements and other payments.
2. External customers must use The College of Wooster Campus Dining Services catering for any event in a College of Wooster facility except when an exemption is approved by the Director of Campus Dining Services using the Catering Exemption Request form.
3. Plan your event as early as possible. Campus Dining Services requests that you submit your request at least seven (7) business days before the event date. There is no guarantee that services will be provided without seven (7) business days' notice.
4. For health and safety reasons, all left over food product is the property of the College's Campus Dining Services and will be handled in accordance with the guidelines set forth by the Department of Health. Except in the cases where the customer has ordered a specific quantity of product for an event that is not supervised by the College's Campus Dining Services (such as cookies, donuts, etc), leftover food cannot be removed from the event site.
5. The Department of Health requires that all food served by The College of Wooster be acquired from "approved sources", which are licensed to produce or sell food. Food cooked at home or in a residence hall may not be served in licensed Campus Dining locations.

## Use of Outside Caterers

1. If Campus Dining Services cannot provide catering, internal groups may request permission to use an outside caterer by submitting a Catering Exemption Request Form to the College's Director of Dining Services or his/her designee. Only outside caterers licensed for catering by the State of Ohio will be permitted to use the College's licensed kitchen facilities in Lowry or Kittredge, and only with prior approval from the Director of Campus Dining and Conference Services. A copy of the caterers State of Ohio catering license and proof of insurance must be submitted to the Campus Dining and Conference Services office prior to commitments being made. Internal groups arranging for an external caterer will be charged for a member of Campus Dining Services to be present for the event to ensure the facility is maintained properly and is left in an acceptable condition.
  - a. A request to use an outside caterer must be submitted no later than fourteen (14) business days prior to the event.
  - b. The caterer must hold an Ohio Risk Level IV food service license and be authorized by their county or city health department to provide off-site catering services. The caterer must also carry at least \$1,000,000.00 liability insurance. Proof of these requirements shall be submitted by the student organization requesting the use of an outside caterer when the request is made at least fourteen (14) business days prior to the event.
  - c. Outside caterers will be granted permission to use College licensed food service kitchens on campus only if the above requirements are met. Extra charges may be assessed if the group does not leave the dining room and kitchen in the same condition as it was in prior to the event. This includes moving dining tables and chairs back to their original position, cleaning tables and removing trash to the dumpster.
2. Internal customers may use College licensed kitchen facilities for non-potentially hazardous food production to support campus groups/events such as Relay for Life, provided that the College's Campus Dining Services is able to supervise the production with a person certified in food protection. All food offered for sale by these groups must be labeled to indicate all ingredients, with the following allergens listed in bold type: wheat, soy, peanuts, tree nuts, egg, dairy, shellfish, and fish.
3. Internal customers may produce food on campus in any unlicensed kitchen facility for personal consumption or for the purpose of selling the food as a fund-raiser as long as they are following the Cottage Food Production Rules from the Ohio Department of Health (see "Mackey Hall, Cottage Food Productions and College Student Baking" document). These food products may not be considered "potentially hazardous", which require refrigeration to prevent food borne illness. Examples of acceptable food

products include cookies, brownies, snack mixes, cakes and pies, breads and pastries that do not contain cream fillings or whipped cream frostings. All food offered for sale by these groups must be labeled to indicate all ingredients, with the following allergens listed in bold type: wheat, soy, peanuts, tree nuts, egg, dairy, shellfish and fish.

## **Event Procedures**

1. Internal customers wishing to reserve College facilities in order to hold a food event shall place a reservation in Connect Daily. External customers are required to contact the College's Scheduling Office at (330)-263-2559.
2. Internal customers may utilize the College's online catering request form or contact the College's Catering Office for a catering quote. Catered events normally include a delivery charge.
3. The College's Catering Office should be contacted at least seven (7) days in advance for catering requests from Campus Dining Services. A guaranteed count shall be required at least three (3) business days prior to an event. The guaranteed count will be the number used for purchasing, staffing, and billing. The billing amount will reflect the guaranteed count or the actual guest count, whichever is greater.
4. All changes and cancellations shall be made within a reasonable time, and no later than three (3) business days prior to the event. Changes and cancellations less than three (3) prior business days shall be charged for goods and services incurred to date.
5. Menu pricing is subject to change without notice due to the possibility of market fluctuations. Please refer to catering menus for current pricing. External customers may view our external catering menus. Internal customers may view our internal catering menus.
6. Carry-out catering can be arranged through the College's Catering Office. The customer shall be responsible for the prompt return of any catering service equipment that has been used for the event. The customer's account will be charged for any equipment that is damaged or not returned.
7. Delivery service on campus is available. A delivery fee shall be charged.
8. Delivery and setup service is available. Please allow sufficient time for delivery personnel to do event setup. Identify a time frame in which the room will be accessible for delivery and pickup. An on-campus delivery, setup, and pickup fee shall be charged.
9. Events requiring a set-up beyond the normal room furniture arrangement shall be assessed a labor charge.
10. Sales Tax shall be charged to all catered events where non-college funds are used to pay for the food services provided.
11. The Campus Dining Services reserves the right to relocate catering events.

## **Alcohol Policy**

Any group, internal or external, is prohibited from serving alcohol at a catered event without permission from the College's Office of the President or his/her designee. This permission must be obtained before booking College facilities and ordering food for the event.

A request for permission to serve alcohol at a catered event must include the following information:

- a. The specific alcoholic beverages being served (wine, beer, mixed drinks).
- b. The name of the licensed bartending service that will provide the alcohol and serve it to guests.
- c. The specific date and time of the event and location that it will take place.

In addition, external groups must purchase liability insurance for the event which includes liquor liability coverage and names The College of Wooster as an additional insured party. A copy of the insurance certificate must be provided to the College's Catering Office at least seven (7) days prior to the event. Tenants and Users Liability Insurance Policies are available for purchase through the [University Risk Management and Insurance Association](#).