

Policy Statement Concerning University Funds to be Spent on Food Sources/Caterers Other than the University Food Service.

University funds may be expended for food items with any licensed food service caterer or vendor for all catering services under \$300.00 for events reserved through the D. P. Culp Center. Catering services for food items over \$300 within the D. P. Culp Center must utilize the Food Service Contractor. University events and Affiliated Organizations holding catered campus events outside of the D. P. Culp Center are free to seek catering services from any licensed food service provider or restaurant. Purchase requisitions must be processed in the normal manner to expend these funds.

For catered events under \$300 when utilizing an outside vendor, the event sponsor will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the catering firm. It will not be the responsibility of ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any services. Failure to clean up properly will result in fees.

Facilities policies regarding [food sources/caterers](#) and [food vendors on campus](#) can be found on the [Student Center Forms page](#). These documents allow for the purchase and distribution of food prepared by licensed caterers/vendors. Per the [Use of Campus Property and Facilities](#) policy, food vendors engaged in the preparation and sale of food items on campus must provide appropriate licensing and insurance documentation prior to receiving approval to operate on campus; and food vendors must be hosted by an affiliated department or organization of ETSU in order to gain access to campus facilities. These policies do not provide for departments (university non-food service personnel) or organizations (students or staff) preparing food on site as it is understood that these groups do not meet the standard of licensed caterer or food vendor. In other words, without documentation of a license, inspection and consequent insurance shouldering the risks related to food preparation, we cannot authorize event hosts to prepare food for open events in facilities reserved by the Student Center.

Policy Statement Concerning Donated Food from Commercial Businesses To be Brought on Campus for Scheduled, University Related Events.

A. INSIDE THE D. P. CULP STUDENT CENTER

In the instance of potential donated food items for university related events scheduled inside the D. P. Culp Student Center or outdoor facilities directly associated with the D. P. Culp Student Center:

The University Food Service contractor should be given the opportunity to donate like items. Details of requested food items must be presented to the Food Service Director. The University Food Service will then either donate the items or turn the opportunity down and allow the donation from the non-university source to occur. In the event the University Food Service contractor does not choose to donate the items, the sponsor will need to provide documentation detailing the donation from the commercial food service firm to the Reservationist of the Student Center Office and University Foundation so proper acknowledgment can be supplied. This will include a listing of the donated items the company (vendor) has agreed to provide, on business letterhead, and signed by the business representative. The letter must be presented to the staff of the D. P. Culp Student Center five (5) Business Days prior to the scheduled event for consideration.

If the donation has been approved, the event sponsors will need to make appropriate arrangements for the necessary food equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor

or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Failure to clean up properly after the event will result in a clean-up fee. Donated food items may not be used in conjunction with events scheduled in food service dedicated areas (i.e. Atrium and Market Place) Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. The university comptroller must approve specific advertising plans.

Donations, as described in this section, are defined as product donations from commercial food service businesses. Donated food items from individuals are not allowed and are not included in this policy, except as described in the policy concerning individually donated food. It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners for events within the D. P. Culp Student Center to bring 'refreshments' or 'break items' from home or personally purchased.

B. IN OTHER UNIVERSITY FACILITIES

In the instance of donated food items for campus university related events:

The campus sponsor should provide documentation detailing the proposed donation from the commercial food service firm to the University Foundation so proper acknowledgment can be supplied. The campus event sponsors will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. Specific advertising plans, in conjunction with a donation, must be approved by the university comptroller.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

Policy Statement Concerning Individually Donated Food To be Brought and Used on Campus for Closed, Private, University related, Meetings and Events.

Individually donated items may be brought on campus for the consumption of the individuals involved in private, closed meetings which are, university related and not open to the general public or full student body. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor, not ETSU custodial services. In these instances the university food service contractor will not be expected to provide any service.

It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners to bring 'refreshments' or 'break items' from home or personally purchased.

University departments and offices may have 'pot-luck dinners' and refreshments for private, internal office social events held in non-reservable spaces. Reasonable effort should be expended to keep the event modest and out of easy view of the general public and campus community.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

