**Catered Events UPPS No. 05.03.02**

**Issue No. 7**

**Effective Date: 07/27/2021  
Next Review Date: 06/01/2025 (E4Y)**

**Sr. Reviewer: Director, Auxiliary Services**

**POLICY STATEMENT**

*Texas State University is committed to providing a professional presentation of catered events while maintaining financial responsibility.*

**01. PROCEDURES FOR HOLDING CATERED EVENTS IN UNIVERSITY FACILITIES**

01.01 This policy establishes procedures for catered events in Texas State University facilities.

01.02 Catering service for functions held in university facilities may be obtained from the food service contractor or from other catering services, if approved and included on the [annual list of approved caterers](http://www.auxiliaryservices.txstate.edu/services/dining/catererlist.html). Small departmental events (fewer than 20 participants) that serve food to university employees are exempted from the catering policy.

01.03 Individuals responsible for reserving a university facility will inform users who wish to serve food in these facilities of the university's catering policy and will ensure compliance with established standards and conditions.

01.04 The official food service contractor has the exclusive use of certain university facilities as follows:

a. Jones Dining Center;

b. the Lair (all kitchens);

c. J.C. Kellam (JCK) Administration Building Lounge;

d. the Den (all kitchens);

e. 11th Floor, JCK (Reed Parr);

f. UAC Café;

g. LBJ Student Center;

h. Commons Dining Hall; and

i. Harris Dining Hall (upper level).

Under certain circumstances, university-sponsored organizations may serve food that they provide and set up themselves in these facilities. These organizations must submit requests for approval to the Auxiliary Services office at least ten working days before the event.

01.05 Policies for the sale, service, and consumption of alcoholic beverages at events held on campus can be found in [UPPS No. 05.03.03](http://policies.txstate.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure.

**02. PROCEDURES FOR CATERERS USING UNIVERSITY FACILITIES**

02.01 Caterers wishing to serve food on the campus must meet the standards and conditions as established in the [Catering Services Agreement](http://www.auxiliaryservices.txstate.edu/services/dining/catering.html). Included in the standards are:

a. proof of liability insurance in which the caterer, as well as the university, are covered;

b. evidence of compliance with all public health service and food handling certification as required by state and federal laws; and

c. caterers who seek inclusion on the university’s list of approved caterers must submit a list of their services and their costs. The list of costs should contain all related costs to the end user, including food, commissions, deliveries, and other costs on a per-person basis.

02.02 The director of Auxiliary Services may remove caterers who fail to maintain these standards from the list of approved caterers.

**03. RESPONSIBILITIES**

03.01 Auxiliary Services Office – Annually, the director of Auxiliary Services will solicit applications of caterers interested in serving food on campus and will ensure that such services meet the conditions and standards referenced in Section 02.01. The list will automatically include the university's food service contractor. However, a caterer can be added to the approved list at any time during the year provided that university standards are met.

a. The director of Auxiliary Services will compile a list of caterers for each new fiscal year by September 1 and will update the [annual list of approved caterers](http://www.auxiliaryservices.txstate.edu/services/dining/catererlist.html).

b. The director of Auxiliary Services will notify caterers who apply for inclusion on the list of their acceptance or rejection.

**04. REVIEWERS OF THIS UPPS**

04.01 Reviewers of this UPPS include the following:

Position Date

Director, Auxiliary Services June 1 E4Y

Director, Special Projects June 1 E4Y

**05. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director of Auxiliary Services; senior reviewer of this UPPS

Vice President for Finance and Support Services

President