

Procedure 1.0101

Food Service on Campus Procedure

SCOPE

Food services include Café/Grill and negotiated catering.

Café/Grill:

The Café/Grill should operate from 7:30 a.m. through 2:00 p.m. for breakfast and lunch on each day on which regular curriculum classes are in session and on registration days. Other days are subject to mutual agreement between the Contractor and the College.

On-Campus/Third Party Catering:

- A. On-campus events hosted by the College: The College will host, from time to time, events such as luncheons, dinners, receptions, holiday parties, etc. that require the services of a caterer, and which shall be put out to bid. These needs will range from hors d'oeuvres to sandwich buffets to formal dinners. When planning events with 10 or more attendees, the Café Contractor will have the first right of refusal to provide any catering needed for such campus events provided that the bid from the Café Contractor is equal to or less than the next lowest bid. The cafe contract does not prohibit approved College organizations from selling food at special events or bring food on campus for informal office parties.
- B. Third Party On-Campus Events: The College facilities are open for rental to the general public for numerous events. Any Third Party using College facilities for any such event shall use the services of the Café Contractor for their event, provided that the Café Contractor's prices are competitive with those of other caterers solicited by the Third Party. In the event that the Café Contractor is not able to meet the pricing or menu needs of the Third Party, the Third Party shall be entitled to then hire a caterer of its own choosing. Payment for catering services will be directly between the Café Contractor and the party receiving the services.

Off-Campus Catering:

- A. The Café Contractor shall not be allowed to use the College facilities or equipment for any non-College catering event that is held off-campus.

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- B. For off-campus events hosted by the College, the Café Contractor will be invited to submit a bid, and the lowest bidder will be awarded the contract.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Policy Making Authority by the Board of Trustees Policy](#)

History

Senior Staff Review/Approval Dates: 4/1/14

Board of Trustees Review/Approval Dates: 4/1/14

Implementation Dates: *Enter date(s) here*