

STUDENT AFFAIRS OP 91.355: Catering Policy

Date: January 28, 2009

Purpose

To establish uniform guidelines and procedures involving catering.

Policy

MSU Dining Services, or a food services management company contracted by Mississippi State University to provide campus dining services, will cater all events for sponsoring University departments, organizations, or individuals cleared through the Event Services Office and scheduled in the Perry Cafeteria Building or the Colvard Student Union. Events scheduled at all other locations on University property, or in off-campus buildings where University departments are permanently housed, may be catered by MSU Dining Services or other sources. The sponsoring entity is responsible for ensuring that the venue utilized is cleaned after the event.

Procedures

Arranging Catered Events

A. On Campus: MSU Catering

1. First, clear reservations for a facility through the Event Services Office located on the first floor of the Colvard Student Union (325-3228). Obtain location, room number and name of building).
2. Complete the Food Purchase Form and obtain appropriate approval signatures (see Exhibit 1).
3. MSU catering general information and policies can be found online at www.msstate.dining.com.
4. Note: Individuals may bring their own cakes to catered wedding and/or retirement receptions. Clear this matter with the Catering Manager.

B. Off-Campus: MSU Catering

1. Complete the [Food Purchase form](#) and obtain appropriate approval signatures (see [Exhibit 1](#)).
2. MSU catering general information and policies can be found online at www.mssstate.dining.com

C. On Campus: Off-Campus Caterers

1. First, clear through the Event Services Office for reserving a facility and determining its cost, if any. Off-campus catering services may not be used in the following buildings: Perry Cafeteria, Colvard Student Union.
2. Complete the [Food Purchase Form](#) and obtain appropriate approval signatures (see [Exhibit 1](#)).
3. Follow the guidelines established for the facility reserved. Guidelines are available from the specific building Facility Supervisor. The Event Services Office will provide the name of the person to contact.
4. Confirm facility reservation with the Event Services Office.

Other Catering Sources

1. Guidelines governing use of University facilities are available at the Event Services Office.
2. The sponsoring department, organization, or individual is responsible for seeing that the catering source is informed about the policy/procedures/rules outlined in this document. The sponsoring entity is also responsible for ensuring that the venue utilized for the event is cleaned after the event.

3. All outside caterers providing food service on campus must be permitted by the Mississippi State Board of Health.

Review

The [Vice President for Student Affairs](#) is responsible for the review of this operating policy every four years or as needed.

Reviewed 10/2012

THIS POLICY HAS BEEN SUPERSEDED

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

STUDENT AFFAIRS OP 91.355: Catering Policy

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

10/26/12
Date

/s/ Lesia Ervin
Internal Auditor

11/08/12
Date

/s/ Joan L. Lucas
General Counsel

01/11/13
Date

APPROVED BY:

/s/ Mark Keenum
President

01/25/13
Date

THIS POLICY HAS BEEN SUPERSEDED