



*"Creating an excellent college experience"*

<b>Date Issued:</b> April 2014	<b>Policy Number:</b>
<b>Revised:</b>	<b>507</b>
<b>Section:</b> <b>University Catering</b>	
<b>Subject:</b> <b>Off Campus Catering within R555</b>	

## **Off Campus Catering within R555**

In order to comply with Utah System of Higher Education Policy R555, University Catering will follow these procedures.

### **Procedure:**

Unless the event is paid for by University Funds or affiliated with a University Department, University Catering does not typically cater off-campus unless the event meets exceptions defined in section 4.3 of R555. The most common exception is in section 4.3.5 "The equivalent service is not available in the local area."

When University Catering is contacted to take care of an event off campus, the Sales Associate will ask first if the event will be paid for by or affiliated with a University Department. If the answer is yes, the event can be catered by University Catering.

If not, politely explain the following: (may be used as a script if necessary)

"University Catering is required to follow Utah System of Higher Education Policy R555 which only allows us to cater events to persons other than members of the campus community under certain conditions. The most common situation where we are allowed to cater is if the equivalent service is not available in the local area."

Request that the customer e-mail University Catering an explanation as to why they feel the equivalent service is not available in the local area and then we will be allowed to cater the event under most circumstances. If there is any uncertainty as to whether the stated reason is appropriate, the Sales Associate will review the situation with the Sales and Event Manager for approval. The approval may also be elevated to the Catering General Manager, Dining Services Executive Director, or Associate VP for Business and Finance if deemed necessary by any level.

Pricing is NOT to be considered a valid reason to claim that the equivalent service is not available in the local area.

Upon approval at any level, after the event is complete, the e-mail, with a note as to who approved it, will be included with the documents scanned and filed for future reference.