

## **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.msstatedining.com](http://www.msstatedining.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.msstatedining.com](http://www.msstatedining.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.

**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

03-01-09  
Date

/s/ Don Zant  
Internal Auditor

03-06-09  
Date

/s/ Charles Guest  
General Counsel

03-10-09  
Date

**APPROVED BY:**

/s/ Mark E. Keenum  
President

03-25-09  
Date