

# Catering & Food Options for RSOs

Food and beverages served in the Centennial Student Union must be obtained from University Dining Services/Catering (CSU 219). University Dining Services has first right of refusal for the preparation and sale of food at campus locations. In addition, PepsiCo has exclusive rights to beverages served at campus locations. Catering and Retail Dining commissions are used to help off-set student fees when creating the CSU budget and improving campus dining facilities.

Exceptions to this procedure, which require advance, written approval from University Scheduling and Conference Services, include bakes sales, potlucks, and student development dining.

## Square Tomato Catering for RSOs

[Square Tomato](#), created specifically for student groups, offers a wide selection of affordable catering options for casual get-togethers, meetings and celebrations. Stop by the catering office in CSU 219 or contact them at 507.389.1529 or [naomi.mckinney@mnsu.edu](mailto:naomi.mckinney@mnsu.edu). Please make catering requests at least 2 weeks prior to the event.

## RSO Closed Meeting Option

RSOs may spend up to \$75 on outside food for their meetings ONLY if it is a closed meeting. Hosting a speaker or programming event open to campus or outside parties requires food be catered through Dining Services.

## Grilling on Campus

RSOs may be allowed to hold grilling activities in designated approved areas on campus, in conjunction with an approved sanctioned University event. Submit the [Grilling Permit Request Form](#) to University Scheduling at least 2 weeks prior to the event date.

## Potlucks

Potlucks, where participants bring a dish to pass, may only be shared with your RSO with a maximum of 50 people. Schedule your potluck with University Scheduling and submit the [Potluck Request Form](#) at least two weeks prior to your event.

## Student Development Dining

Student groups can partner with University Dining Services to prepare and distribute food if approved through University Scheduling and Conference Services. Requests should be made at least 4 weeks prior to the activity to allow sufficient time to determine kitchen availability, order food, and schedule staff. Once approved, RSOs will schedule a meeting with a chef by visiting the Dining Services office. The Chef will review kitchen policies and discuss the event details. Together, you will decide where you will

purchase your food, how much time you need in the kitchen to prepare your food, and what time you should arrive to finish cooking on the day of your event.