

## Centennial Student Union Policy

<b>Policy Name:</b> Catering Exclusions	<b>Effective Date:</b> 7/1/2012
<b>Custodian of Policy:</b> Director, Centennial Student Union	<b>Last review:</b> 5/15/2012
	<b>Next review:</b> 5/15/2017

**Policy Statement:** Minnesota State University, Mankato has an exclusive contract with a food service vendor for the provision of retail and catered events. In recognition and respect for the diversity of food programming that exists, 5 catering exclusions have been negotiated into the contract. These exclusions are for use in meeting diverse programming needs and require advance approval.

**Policy Procedures:** The Student Organization or Department requesting the exclusion must complete a request form a minimum of 4 weeks prior to the event. In addition to the request the sponsoring organization must provide; proof that the food provider meets University insurance requirements, a statement releasing the university and the current university food service vendor from all liability related to the event, and a copy of the food provider's food service license and certificate of liability.

**Policy Rationale:** The University, after due consideration has entered into a contract with a university food service company and have agreed to a sole source catering agreement as part of that contract. In addition, catering and retail food service are sources of revenue for the Centennial Student Union and that revenue helps to keep Student Union Fees low.