POLICY FOR OUTSIDE CATERING AND POTLUCKS

General Policy:

University of St. Thomas Dining Services is dedicated to providing excellent dining experiences, enriching and nourishing the St. Thomas community. In an effort to ensure all guests receive an appropriate and satisfying dining experience at the University, an exemption process and policy has been created for unique situations which may arise.

University of St. Thomas Dining Services allows potlucks under the condition it is not provided for large community consumption. Potlucks are limited to the people who make and provide the food only. Departments may not invite other departments, clubs may not invite other clubs, etc.

Department potlucks are limited to immediate staff only, for example, a department may not invite their entire student staff or affiliated student body.

Requesting an Exemption:

Exceptions are only fulfilled if Dining Services is unable to fulfill the party’s need. The process is as follows:

1.) Exemptions must be filed 30 days prior to the planned function.
2.) The Catering Manager will initially determine if a waiver is needed and will refer the party to the Director of Dining Services.
3.) The Director of Dining Services will either grant or deny the request within 21 days of the event. If the waiver is approved the policies and procedures below apply.
4.) The Director of Dining Services will notify the party of the action via the contact method the party provided.
5.) If the Director of Dining Services is unable to respond to the request in a timely manner the Vice President of Auxiliary Services assumes the procedures above.

Exemptions:

Events excluded from this policy include:

- Instructional activities that are part of a course curriculum in a classroom setting.
- Food and beverages prepared by individuals for personal consumption that are not open to the public or resale. University funds cannot be used to purchase food items available by University of St. Thomas Dining Services.
- Events which University of St. Thomas Dining Services is unable to provide adequate diligence to the purpose of the event. (i.e. cultural, ethnic, or religious programming)
- Wedding cake requests. The Manager of Conference & Event Services will determine this, in which case this policy is void in situations such as these.
Liability:

- If a waiver is granted, the caterer must provide proof of insurance prior to the event upon the request of University of St. Thomas Dining Services. The bonded amount must exceed the cost of the event by three times.

Preparation and Purchase of Food Items:

Food must be prepared with the supervision of a trained food service professional in a licensed kitchen recognized by the state of Minnesota. A trained professional is one who has one or more of the following: current food service manager license issued by the state of Minnesota, ServSafe certificate issued in the last five years, or completed a recognized food safety training program in the last two years. Prepackaged food items must be purchased from licensed vendors and a receipt of purchase must be made available upon request.

Personally and/or home prepared food under no circumstances can be served in a University of St. Thomas Dining space. In situations like these, it is recommended the department or party serve the food in their own space.

Expectations:

It is the expectation of the outside party to provide all necessary equipment and supplies. Safety measures must be practiced in accordance to the Minnesota Department of Health. Allergy protocols must be clearly communicated to the customer or parties consuming the food. University of St. Thomas Dining Services assumes no responsibility for adverse reactions due to improper handling of food or allergens. Cleanup and removal of all equipment and left over food is the responsibility of the outside party. Equipment provided by the University must be returned to their respected departments.

It is the responsibility of the outside party to provide appropriate and adequate staffing for the consumption of food. University of St. Thomas Dining Services will not provide staffing related to the setup, consumption, and cleanup of food not provided by them.