

## University Catering Guidelines

Chartwells (SUU Dining Services) is the preferred vendor for university catering needs for both on and off campus events. Although students, faculty and staff are not required to use Chartwells (SUU Dining Services) for their catering needs, it is strongly encouraged. Students, Faculty and Staff are asked to give Chartwells (SUU Dining Services) first right of refusal for all their catering needs. Although you are not required to use Chartwells (SUU Dining Services), it is strongly encouraged. Chartwells (SUU Dining Services) is better positioned to ensure all food safety, sanitation, cleanliness, promptness of service needs are met and allows for interdepartmental billing via index #'s, which keeps monies on campus. Non-Chartwells caterers are subject to meeting all requirements of [SUU Policy 5.70](#). This catering policy differs from Chartwells (SUU Dining Services) exclusive right to manage all other dining services on campus including; concessions at school- and youth related events held at athletic facilities during athletics and other events, and to manage summer camps and conferences. When coordinating food services (other than a department paid catering event) departments must use Chartwells (SUU Dining Services).

There are several issues to keep in mind when considering using an outside caterer. SUU strives to maintain high quality standards consistent with the standards achieved with Chartwells. The University is also concerned about its image in the community and the well-being of our stakeholders in regards to food safety.

For all SUU sponsored events, University departments may only use those outside caterers that meet the requirements of [SUU Policy 5.70](#) including but not limited to:

1. When there are space needs on campus, details and arrangements must be coordinated through The SUU Guest Services Office 15 business days prior to the event date.
2. Prior to any SUU sponsored event, the outside caterer must be approved by Chartwells and SUU Risk Management and provide the following documentation:
  - a. A copy of a current Health Permit
  - b. A copy of a current business/catering license.
  - c. A certificate of commercial general liability insurance as per the [SUU insurance requirements](#) which includes:
    - i. Commercial General Liability insurance in the amount of a minimum of \$1,000,000.00 per incident.
    - ii. Business Automobile Liability insurance with a combined single limit in an amount not less than \$1,000,000 for bodily injury and property damage, including owned, hired and non-owned vehicle coverage. Applies to outside caterers, including food trucks, who will drive on Southern Utah University property.
    - iii. Statutory Workers' Compensation with an Employers' Liability limit per state guidelines.
  - d. A copy of a fire department inspection certificate - applies to food trucks

3. Outside caterers must comply with [Southwest Public Health Department Food requirements](#), which include but are not limited to [hygiene, sanitation issues and temperature requirements](#). The University requires outside caterers to adhere fully to the University policies and procedures.
4. The University departments/programs and recognized student organizations are responsible for working with the outside caterer to assure that SUU's quality standards are being met.
5. Outside caterers will be responsible for set-up and clean-up (including trash removal) of the facilities used.
6. Outside caterers will be held responsible for any damages and additional expenses incurred by their negligence.
7. Outside caterers must use only their own equipment to service the event. Under no circumstances will SUU's kitchen facilities or catering equipment be available to a caterer.
8. Outside caterers may not use hallways, restrooms, lounges or other public spaces as a preparation, staging or serving area.
9. Catering trucks may unload equipment, supplies and food products necessary for their event, and then will be required to move their vehicles to designated parking locations. If catering trucks are going to be onsite for longer than 10 minutes, the SUU department and the outside caterer are responsible for arranging parking with University Parking Services. At no time should loading docks be used as parking for the catering vehicles.
10. Sales of food provided by an outside caterer (including food trucks) must be approved by Chartwells and must provide Chartwells with documentation of complete sales for the day and agree to pay Chartwells 20% of their total sales by the end of the sale day before contracting. Outside vendors must be in contact with Chartwells prior to their event to arrange this payment. In order for Chartwells to allow vendors on campus, the department inviting them must provide a billing index # and guarantee payment if the outside vendor fails to do so. In the case the outside vendor does not, or will not pay their 20% commissions, Chartwells will charge an estimate to that department and the vendor will not be allowed to come to campus for any future event.
11. Outside caterers are restricted from providing any and all alcoholic beverages. The requesting party must coordinate with Chartwells and submit an alcoholic beverage permit request through the Manager of Guest Services.

To reduce the chance of food-borne illness, the outside caterer and the requesting department or student group must follow the guidelines below.

1. Items must be purchased from a reputable licensed food service provider and all products must be sourced from a FDA and/or a USDA approved vendor.
2. Food service must be supervised by an employee of the outside caterer.
3. Food must be consumed and/or removed within two hours after being delivered.
4. The area where food is consumed must be thoroughly cleaned and sanitized before and after the function.

Foods exempt from a food license:

1. Pre-packaged foods (e.g., chips, snacks, freezer pops, candy bars, etc.)
2. Cans/bottles of soda or water
3. "Catering to Go" food items such as pizza and sub sandwiches as long as items are served and consumed within two hours of delivery.
  - a. Other Catering to Go options may be used with approval from Chartwells and SUU Risk Management and if temperature and food handling requirements (as described above) are met.
4. Department/Office potlucks as long as it is a closed meeting not accessible to the general public and the campus community.

Please note that if these guidelines are not satisfactorily adhered to, the outside caterer and the University department/program and recognized student organization may not be permitted to utilize outside caterers for future events.