

# Auburn University at Montgomery

## Policies and Procedures

Title: Catering Policy

Responsible Office: Dining Services

### I. PURPOSE

It is the philosophy of Auburn Montgomery (AUM) Dining Services to treat each catered function as a special event and to make the host(s) and guests comfortable. The goal is to develop a reputation for excellent catering by (1) establishing high standards of rendering a service in planning the menu for the occasion, (2) preparing and serving the food; and (3) to establish procedures by which on and off campus groups can secure catering services on campus.

### II. POLICY

All University units and/or external clients that need catering services should use but are not required to use AUM Dining Services for events held on campus. Restrictions do apply to the use of outside caterers. Please see section X - Outside Vendors for details.

### III. EFFECTIVE DATE

October 9, 2002

#### REVISED DATE

June 1, 2009

### IV. APPLICABILITY

This policy applies to all University units and to all external groups who rent facilities from AUM.

### V. RESPONSIBILITY

Responsibility for the implementation and administration of this policy rests with the Vice Chancellor for Financial Affairs.

## VI. DEFINITIONS

**Catering** – Providing the appropriate food and drinks at events paid for from University funds and conducted in a University building or on University grounds.

**Events** – A scheduled time when faculty, staff, students, or visitors gather on campus to attend a conference, meeting, lecture, concert, etc. conducted in a University building or on University grounds.

## VII. PROCEDURES

1. Departments and/or external clients should contact Dining Services at [cafeteria@aum.edu](mailto:cafeteria@aum.edu) or x3290 and request a special event form.
2. The special event form should be completed at least two weeks in advance of event and submitted to Dining Services.
3. The appropriate signature authority for the Fund Organization Program (FOP) listed must sign the special event form.
4. A quote will be sent to the ordering department or external client, including a list of the items to be provided. Each unit or external client will be responsible for returning an approved quote within two working days of receipt from Dining Services. Dining Services needs a least three days notice prior to large (over fifty (50) people) events. Smaller, last-minute events can be discussed with the Director of Dining Services and will be accommodated if possible.
5. Events catered on campus and paid by direct charge are subject to the policies and documentation standards which include; a statement of the nature and purpose of event/business agenda, a guest list, itemized list of food, and FOP.
6. The FOP listed on the special event form will be direct billed for the catering charges after the event.

## VIII. CHARGES FOR CATERING EVENTS

Charges will be determined per event subject to the following conditions:

1. **Late or Early Events**  
Events starting before 7:00 a.m. or after 6:30 p.m. may incur additional charges for labor.
2. **Setup Time**  
Four-hour setup time is required for all catered functions outside the Taylor Center. If a shorter time frame is requested, the additional labor cost for the setup is passed on to the customer.
3. **Event Canceled**  
For catered events canceled fewer than three days in advance, the Director of Dining Services will determine the cost incurred at that point in time and bill the customer for this amount.

4. **Orders Placed Fewer Than Three Days in Advance**

For catered orders placed less than three days in advance, the increased cost incurred for purchasing food products required is passed on to the customer. Every effort will be made to meet the customer's needs, however, menu selection and service style may be limited. The catering department may not be able to accept late orders during busy periods. Every effort should be made to book functions well in advance to assure availability of services.

5. **Buffets and Seated Banquets**

Buffets and seated banquets are prepared for the number guaranteed. Last minute add-on guests to the list will be served although Dining Services is unable to guarantee the same menu. The charge for each added person is dependent upon the menus served. Every effort will be made to keep the cost per person in line with the cost quoted for the guaranteed number.

6. **Event Scheduled Off Campus**

A mileage fee per vehicle used and a minimum delivery fee of \$20 is made for a catered event scheduled off campus. (A current fee schedule can be obtained from Dining Services).

7. **Equipment**

The sponsoring department, organization, or person for the catered event is responsible for all returnable equipment once delivered and until picked up by Catering personnel. If returnable equipment is missing at the time of pickup, the sponsoring organization or person will be charged the replacement cost of each missing item.

8. **Identification of Caterer**

The food service representative for all catered events is to be properly identified. Identification may be through recognizable uniforms. Uniform for Dining Services personnel is a Café shirt.

**IX. LEFTOVERS**

AUM Dining Services is not responsible for food consumed outside the catered event. Catered food is not re-used after the event by Dining Services. The person(s) or department requesting the catering may dispose of any food leftovers as they see fit. However, AUM Dining Services assumes no liability and will not provide containers to remove food leftovers.

Unused non-perishable supplies, such as, but not limited to, cups, plates, plastic ware, napkins, creamers, sugar, stirrers, and straws, cannot be removed from the catered event.

**X. OUTSIDE VENDORS**

All food served on campus must be purchased from vendors under the oversight of the health department. Self-catering is prohibited unless the caterer is a licensed food vendor or food is served in its prepackaged wrapping. If events are catered by outside vendors,

