

**Rutgers University - Camden**

**Guidelines for Food Service  
Event Catering (On Campus)**

**Guidelines for Events (Off-Campus)  
Food and Non-food Related**

**Currently Under Review**

9/2007

## Food Service Event Catering (On Campus)

The Campus Center offers a wide range of food options, including full-service catering to snack items from the food court, convenience store, and vending machines.

Campus Center Catering: Catering may be arranged directly with the Event Services Coordinator and the Dining Services Manager.

Student organizations must make catering arrangements in a timely fashion, preferably 14 days in advance of the scheduled event. The appropriate funds must be in the organization's account prior to any approval given for food service.

For all catering needs, your organization is required to use Rutgers University Dining Services for events and meetings.

If Rutgers University Dining Services can not handle your on campus catering request, you may be granted a waiver to use a non – University licensed and approved vendor. Waivers must be obtained from the Director of the Campus Center in conjunction with the Dining Services Manager.

- An approved vendor/caterer must meet all health, safety, and insurance standards as determined by the University Sanitarian.
- Your organization must meet with the Director of the Campus Center and submit all documentation for review no less than 14 days before the event
- Submitting Information for a waiver does not guarantee approval.
- Organizations choosing to use external caterers will be subject to additional fees

Donated Food: All donated foods must come from an approved vendor/caterer recognized and registered by the Rutgers University Sanitarian.

Potluck: Potluck dinners are not permitted.

Pre-Packaged Food: Pre-packaged items may be provided by your organization. This usually includes party size snacks (i.e. large bag of chips, cookies, pretzels, etc) Pre-packaged items requiring temperature control (heating or cooling) are not permitted.

Pre-packaged items must be submitted to the Event Services Manger along with your reservation request. . Your final contract will state "request for pre-packaged food" and must be approved by the Director of Campus Center

All cold beverages must be Pepsi Cola products.

In addition, student organizations are responsible for disposing of all food products and associated packaging. No food items may be sold.

## Events (Off-Campus) Food and Non-food related

At certain times, registered student organizations will sponsor events at an off-campus facility. If an organization is planning to sponsor such an event, an appointment should be made to discuss your plans with both the organization's faculty / staff advisor and the Director of the Campus Center or designee. Issues that must be kept in mind when planning off campus events include but are not limited to:

- liability
- negotiation of contracts (with the facility's management)
- financial management (off-campus facilities can be quite costly)
- university insurance requirements
- compliance with university guidelines concerning use of alcohol at an off campus activity
- security

No contracts will be signed until all aspects of the event are reviewed and in compliance with university regulations and unless all the necessary funds are on deposit in the organizations student fund account.

Tickets must be sold in advance of any off-campus scheduled program. Student organizations can use the IMPACT Booth as the point of sale for all ticket sales. Tickets can be assigned to the organization on a consignment basis.

At the completion of the event, a Rutgers Student Fund Check should satisfy all contracted financial obligations. Student organizations are not encouraged to host off-campus events because it limits the opportunity for students to participate and sometimes raises liability issues. However, should your organization plan such an event, it is essential that both the organization's faculty / staff advisor and the Director of the Campus Center be involved in the process.

Please contact the Director of the Campus Center no later than one month prior to your planned event.

Minimum university requirements for off campus events are:

- a) an original certificate of general liability insurance valued at one million dollars (\$1,000,000.00) naming Rutgers, The State University of New Jersey as additional insured
- b) cash bars only at events where alcohol is served.

There may be additional requirements necessary and the student organization and off campus establishment must provide all proposals, contracts, riders, etc for university review.

As a reminder, under no circumstances should an organization or individual student contract for and execute an agreement for an off campus facility. All agreements must be approved by and signed by associate dean / director of the campus center. Organizations or students that sign agreements do so at their risk.