

University Procedures: Food Service Policy Guidelines
Related Policy: Finance and Business
Subject: Food Services for Activities within University Facilities
Responsible Executive: CFO, Vice President and Treasurer
Office(s) Responsible for Review of this Policy: Office of Finance and Treasurer

I. Approved Caterers List Procedures

- Caterers must be an entity, not an individual.
- Caterers must be licensed appropriately and comply with health and safety regulations and best practices.
- Caterers must agree to the University's catering standard terms and conditions.
- Caterers must clearly label all food and beverages served for major allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy, and sesame).
- Caterers must provide a certificate of insurance demonstrating evidence of required coverages per the University's standard terms and conditions.
- Caterers are added to the List through a competitive bidding process that ensures Best Financial Terms.
- Caterers who are Approved are listed as strategic suppliers in the University's procurement database, thus competitive bidding by university event planners is not required when using a Caterer from the University's Approved Caterers List.

II. Food Truck Usage in University Facilities Guidelines

All Food Truck operators must comply with University Policies, be coordinated through the University's Procurement and Contracts Department and provide the following:

- A. A valid driver's license for the driver of the food truck.
- B. A copy of the truck's DC Health Inspection certificate.
- C. A copy of the truck's DC business license.
- D. Proof of insurance, including automobiles and products liability coverage