

**Case Western Reserve
University**

Catering Policy

Revised December 2019

Title: Case Western Reserve University Catering Policy

Effective date: June 15, 2012

Responsible Official:VP for Campus Services

Responsible University Office:Auxiliary Services

Related legislation and University policies: Meal and Entertainment Policy, Procurement Policy

Review Period: Five Years

Date of Last Review:December 1, 2019

Relates to: Faculty, Staff, Students

A. CATERING

The University shall pay catering expenses for business functions if the food and other arrangements are reasonable for the function.

1. Preferred Caterers

Any event that includes catering requires special consideration. To ensure the health and safety of our community, quality service and fair pricing, the University has identified a list of preferred caterers.

Use of these preferred caterers is required for events of \$500 or more when paid with University funds.

Those vendors who appear on the preferred list meet the following criteria:

- x A signed catering agreement with the University on file
- x Proof of insurance/ licenses and all other documents required by the State of Ohio on file
- x A successful record of service
- x Acceptance of the University's payment terms and conditions

2. Non-Preferred Caterers

In limited circumstances, exceptions to the use of preferred caterers may be granted (food trucks, cultural or religious events, etc.)

At a minimum, requests must include the following to be considered:



