MEMORANDUM

Date: December 15, 2011

To: Campus Community

From: Willie Hagan
Associate Vice President for Administration & Finance

Subject: Campus Catering Options

In March of 2008, the university began a trial program which relaxes historical exclusivity practices for campus catering, allowing campus departments and recognized student organizations to host catered events (of specified size or financial scope) to utilize either on-campus catering or to select from a list of pre-approved off-campus catering providers. This trial was subsequently extended in November 2009.

After reviewing the results of these trials, existing exclusivity practices for campus catering are now permanently extended subject to provisions and requirements specified below.

1. Option to Utilize Pre-Approved Off Campus Caterers

The option to utilize either OC Choice (on-campus catering provided through the Auxiliary Services Corporation) or a pre-approved off-campus caterer is now permitted for all events, regardless of size or financial scope.

i. Campus departments or recognized student organizations may utilize any pre-approved off-campus caterer or OC Choice under this provision:  
(http://vpadmin.fullerton.edu/AuxiliaryService/) for a list of pre-approved caterers).

Pre-approved caterers have previously provided appropriate liability insurance and other required documentation to the university. Departments may not elect to utilize any caterer not specifically identified on the designated list of pre-approved caterers.

At this time, a variety of pre-approved caterers, including OC Choice, are authorized to provide campus catering services. Contracts and Procurement is in the process of reviewing and potentially pre-qualifying additional caterers based on recommendations from each division and will further review and consider potentially pre-qualifying caterers on a periodic basis.
ii. The decision regarding which caterer to utilize ultimately will be determined by the sponsoring campus department. After considering comparative quotes, if the department elects to utilize a preapproved off-campus caterer, the department assumes all responsibility for event coordination between the outside caterer and other various campus departments (e.g. Police, EH&IS, Parking, TSU, etc.).

iii. The appropriate administrator of the campus department sponsoring the event assumes responsibility for compliance with all applicable university policies.

If requested, OC Choice can provide consultation for event planners. A fee will be charged by OC Choice for these services if OC Choice is not selected to cater the event. Please contact OC Choice directly for more information.

2. **Self Catering**

Self-catering is defined as sponsoring university departments or recognized CSUF student organizations providing the labor necessary to purchase and pick up food and supplies from local retailers or restaurants, serve the food, and clean up following the event. Self-catering is allowed under the following conditions:

i. Only campus departments or recognized student organizations may self-cater under this provision.

ii. Self-catering must be in compliance with requirements defined by building/facility operators (i.e. Titan Student Union or other campus facilities with specific requirements). Typically self catered events should be limited to no more than 75 individuals, unless the express permission of the building/facility owner is granted in advance.

iii. Delivery to the campus by a local retailer or restaurant is **not** allowed under the self-catering provisions; campus departments electing to self-cater **must** pick up all food and supplies.

3. **Events Serving Alcoholic Beverages**

It is important to note that the university will continue its long standing practice of restricting alcohol service in most university buildings and facilities to beer, wine, and champagne.

With the exception of certain events held at the Alumni (Golleher) House and the Fullerton Arboretum, events at which alcoholic beverages are served should, in almost all cases, be catered by OC Choice since OC Choice already maintains a license to serve alcoholic beverages (beer, wine, and champagne only) on several areas of campus.

However, if a pre-approved caterer is licensed to serve alcohol and has satisfied all university requirements, campus departments may elect to utilize a caterer from the pre-approved list.
In addition to the University insurance, indemnification, and other requirements, off-campus caterers providing alcohol service must also comply with requirements established by the building/facility owner, Risk Management, and University Police. These requirements include:

i. Adhering to Presidential Directive 1, including adhering to responsible alcohol practices such as limiting the number of drinks served to guests at one time and throughout an event and ending alcohol service well in advance of ending food and coffee service. ([http://www.fullerton.edu/policies/presdir/dir1.htm](http://www.fullerton.edu/policies/presdir/dir1.htm))

Presidential Directives 1 and 6 ([http://www.fullerton.edu/policies/presdir/dir6.htm](http://www.fullerton.edu/policies/presdir/dir6.htm)) will be modified in the near future to reflect the new campus catering policy and updates to the campus alcohol policy.

If you have questions regarding these changes, please contact Bill Barrett, Associate Vice President for Administration and Finance, extension 2115, [avpadmin@fullerton.edu](mailto:avpadmin@fullerton.edu) or Don Green, Director of Contracts and Procurement, extension 2413.