



Policy

University Policy FIN-07.02-11/16

Policy Title: Catering Policy
Originator: Finance and Administration Division
Responsible Office: Business and Auxiliary Services

Reason for Policy/Purpose:

This policy establishes the catering definitions, restrictions, and requirements for the University of West Florida main campus.

Who Does this Govern and Who Needs to Know this Policy?

The employees and students of the University of West Florida.

Definition of Terms:

Catering is defined as the provision of food service by a commercial operation, which includes the activities of set-up, serving, and removal of food service. Catering is defined by the services performed, not by the type(s) of food provided. Catering does not include food prepared by individuals and brought from home for office parties, birthdays, and similar functions. Catering does not include “to go” orders that are picked up from local businesses. The University’s Dining Services Contractor is available to provide catering services; however, other catering vendors may be used according to the following limitations and guidelines.

Restrictions and Requirements:

Any business or individual providing catering service (a “Caterer”) on the UWF main campus must have a current State of Florida Public Food Service License and a current Escambia County Occupational License to provide catering services.

Caterers must provide certificate(s) of insurance evidencing the following insurance coverage.

	Event of 50 or Fewer People	More than 50 People
Worker’s Compensation	Statutory Minimum	Statutory Minimum
General Liability	\$500,000 Minimum	\$1,000,000 Minimum
Food Products Liability	\$500,000 Minimum	\$500,000 Minimum
Automotive Liability	Statutory Minimum	Statutory Minimum

All employees of the Caterer must comply with Health Department regulations and possess all required health certificates.

All employees of the Caterer must comply with any applicable University food safety policies and the University alcohol regulation and policy (UWF/REG-5.017 Alcoholic Beverages on Campus Property; SA-33.02-08/13 Alcohol Marketing Guidelines). If alcohol is to be served, the Caterer must be the provider and must be licensed to do so for the location at which the event is to be held. Outside Caterers may not serve alcohol in the University Commons, Building 22.

Any Caterer that wishes to provide services at the University's main Pensacola campus must register and be approved by the Office of Business and Auxiliary Services prior to the event being held. For more information, contact the Office of Business and Auxiliary Services, auxservices@uwf.edu; 850-474-3012.

Catered events held at the University of West Florida Historic Trust properties will comply with the policies and procedures established by the Historic Trust.

Procedures:

The Office of Business and Auxiliary Services will maintain the procedures for this policy. See <http://uwf.edu/catering>.

Change Justification:

This policy is being revised and updated to reflect current University practice.

Authority and Related Documents:

UWF Regulation 5.017 Alcoholic Beverages on Campus Property and SA-33.02-08/13 Alcohol Marketing Guidelines.

History:

FIN-07.01-05/14 Catering Exclusivity, adopted May 2014; renamed and revised as FIN-07.02-11/16 Catering Policy, adopted November 2016 as an interim policy; approved as a permanent policy following the expiration of the comment period in December 2016.

APPROVED: Dr. Martha D. Saunders, President Date: 1/4/17