

ON CAMPUS CATERING POLICY

Cleveland State University hosts thousands of events each year that benefit from food and beverage service. In order to ensure that these events are controlled and maintain the required standards for food safety, CSU has developed the following policies for food and beverage services on campus.

- There are no restrictions for food and beverage service in amounts totaling less than \$75.00.
- For events that need food and beverage service totaling \$76.00 - \$300.00, you may use CSU Catering's services or one of the approved off-campus catering providers that are listed on the CSU Dining website at www.csuohio.edu/services/dining.
- For events that total more than \$300.00, including linen, china, beverages etc. **CSU Catering is the exclusive University provider.**
- Exceptions to the \$300 maximum off campus catering allowance must be accompanied by a Catering Services Waiver Request. Exceptions will generally be granted **ONLY** for extenuating circumstances such as for a specific cultural/religious/ethnic program. In no case will an exception be granted if a real danger exists in regard to health, sanitation, or good business practices.
- A Catering Services Waiver Request can be downloaded from the CSU Dining website or obtained from the CSU Dining office (Viking Hall 1st Floor).
- The request must be submitted to the Catering Director a minimum of ten (10) working days in advance of the event. Requests made less than ten (10) working days in advance may be declined. If the request is for services from companies already listed as an approved off-campus caterer, the Waiver Request is the only documentation required.
- If the request is for services is from companies that are **not** approved on-campus caterers, the Waiver Request must include the following forms that must be **ATTACHED** to the Catering Waiver Request
 1. A copy of the caterer's Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
 2. A certificate of commercial general liability insurance in limits of not less that \$1 million dollars. CSU must be shown as an additional insured on this certificate.
- The University sponsoring department must provide a copy of the approved Catering Services Waiver Request Form to CSU Purchasing Services Department as part of the request for reimbursement.
- Catering events that are not served should be monitored by a staff member from the host organization to ensure that all aspects of food handling are in compliance with Food & Drug Administration food safety recommendations. This includes time/temperature requirements for safe food handling and ensuring that perishable foods are disposed of following the event. Complete information about the FDA Safe Food handling codes can be downloaded at http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf.