Policies & Procedures for Off Campus Caterers

- Approved off-campus catering firms are responsible for all staffing, equipment, small wares (e.g., serving utensils, thermoses, bowls, linens, etc.), proper food storage, preparation, holding, clean-up, and trash removal from the facility. Off-campus caterers must clean up immediately following events with catered meals, unless arrangements are made in advance with the event contact and the facility manager in which the event is being held.

- **STERO/FIRE EXTINGUISHER RULE** - Off-campus catering firms are required to use Wick Chafing Fuel to heat any food. Gel based or butane Sterno products can NO LONGER be used on campus. Off-campus catering firms are required to have a fire extinguisher on site if there will be any sternos in use. Along with having the fire extinguisher, all catering staff tending to the event will need to be trained appropriately (PASS Training) for fire watch safety.

- Off-campus catering firms will not be authorized to use production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services. Those facilities include:
  - Bill Daniel Student Center (first floor kitchen)
  - Brooks, East Village, Memorial, & Penland Residential Dining Facilities
  - McMullen-Connally Faculty Center, Truett Seminary, Mayborn Museum

- Off-campus catering firms may have **limited** use of other kitchen facilities, ice machines, etc. located in various facilities across campus (i.e., staging area on 5th Floor of Cashion, Bill Daniel Student Center 2nd floor staging room inside Barfield). Check with your event contact regarding use of these facilities.

- Off-campus catering firms may not offer, sell, or serve alcoholic beverages at any time while providing service for the university.

- Any form of solicitation for business on campus by off-campus catering firms will be considered a violation of the university’s solicitation policy and could result in the revocation of catering privileges. Giving away free samples or coupons on campus IS considered solicitation. This policy also excludes selling food and beverages from a mobile unit such as a food truck.

- Use of officially registered logos and or trademarks of Baylor University is strictly prohibited, unless approved by Baylor’s office of Collegiate Licensing.

- Approved off campus catering firms may not use their campus catering status in any type of advertising for their business.

- **INSURANCE/PERMIT EXPIRATIONS** - Off-campus catering firms MUST maintain valid general liability, automobile and workers compensation coverage throughout the academic term they are approved. Caterers should send updated documents to Heather Gerber no later than 10 days from the date of expiration to ensure their approved off-campus caterer status. Failure to keep insurance and/or permits up-to-date may result in revocation of catering privileges.

- Athletic entities, as well as outside individuals and/or organizations hosting events in Baylor University athletic venues will continue to select caterers from the 2016-2017 Baylor IMG Preferred Caterers List. The athletic department distributes this list internally and it is available upon request from any athletic facilities and events personnel. Questions can be directed to Matt Iazzetti, Baylor IMG Sports General Manager, by phone (254) 710-3076 or matthew_iazzetti@baylor.edu. If you are asked to cater at an athletic venue, including parking lots outside of athletic venues, you will need to obtain permission by contacting Henry Howard (henry_howard@baylor.edu) and Matthew Iazzetti (matthew_iazzetti@baylor.edu).
General Information:

- Baylor University’s Institutional Events department’s web site provides a list of university-approved off-campus catering firms, as well as other helpful information and resources for Baylor’s approved off-campus caterers. [http://www.baylor.edu/events/catering](http://www.baylor.edu/events/catering)

- Campus departments and areas are required to only use caterers listed on the approved off-campus catering list. External or non-Baylor groups are required to use Baylor Dining Services for all of their catering needs. They are not allowed to use approved off-campus caterers for their event.

FAQ’s:

1. **What is Baylor University’s Beverage Contract?** The University has a contract with PepsiCo for beverage pouring and representation rights on campus. It requires that we use Pepsi products for catering. Please refer to the University Beverage Contract page for more details.

2. **How will university units or departments be paying for catering expenses?** The method of payment for any catering expense is the [Baylor Purchasing Card](#) issued to faculty and staff. All transactions need to be charged after the event. No pre-payment is allowed. Upon receipt of the invoice, cardholders will contact your firm to provide credit card information. Please do not store this purchasing card information. If you are asked to take a check instead, please contact Heather Gerber letting her know for tracking purposes.

3. **As an approved off campus caterer, can I host an expo or showcase on campus?** No, if Baylor chooses to host a catering expo, approved caterers will be invited to that showcase.

4. **If I have questions regarding door lock/unlock, table/chair setup, etc., who do I call?** Your client who has hired you will need to coordinate all of your campus logistical requirements. You will need to communicate those needs up front to your client to ensure successful execution. Please remind your clients to request trash cans for your use during the event.

Please direct all questions regarding these policies to Heather Gerber, Baylor Institutional Events, One Bear Place #97101, Waco, TX 76798, [heather.gerber@baylor.edu](mailto:heather.gerber@baylor.edu) or at 710-6548.