



OFFICIAL CATERING POLICY

Baylor University, in partnership with Baylor Dining Services, has removed the exclusive catering clause from the University's Dining Services agreement. Although Baylor Dining Services still remains the preferred provider of all food and beverage for the campus community and is still recommended for any catering function or affair on campus, approved off-campus caterers may be used as described in this policy.

The following information provides details that you should familiarize yourself with related to the off-campus catering guidelines and requirements for student organizations and provides a list of approved caterers.

Information for Student Organizations

- Student organizations are permitted to order catering through any of the approved off-campus caterers.
- Student organizations using off-campus caterers are responsible for the following:
 - Ensuring compliance with the University Dr Pepper Beverage contract.
 - The University has a contract with Dr Pepper Bottling of Texas for exclusive beverage pouring and representation on campus. The contract requires the University and student organizations to offer approved Dr Pepper products, stating that, "Only Dr Pepper beverages will be served, distributed, sampled, or otherwise made available on campus." All University units, departments and student organizations are required to abide by this contract when purchasing beverages through an approved caterer.
 - Ensuring compliance with not using production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services including those located in:
 - Bill Daniel Student Center;
 - Brooks, Collins, Memorial, and Penland Residential Dining Facilities;
 - McMullen-Connally Faculty Center.
 - Ensuring compliance with Baylor's Campus Solicitation Policy.
 - Ensuring compliance of proper clean-up and disposal of trash, etc. from the event.
 - Off-campus caterers must pick up immediately following the event unless arrangements are made in advance with the facility manager where the event is being held.
 - Student organizations will be charged housekeeping fees if the facility is not properly cleaned up by the off-campus caterer or the hosting department.
 - Ensuring compliance with not selling, serving, or offering alcoholic beverages on campus.

Approved University Caterers

| Restaurant | Location | Catering Coordinator | Phone |
|--------------------------|-------------------------------|----------------------|--------------|
| Baylor Catering | Campus | Lori Johnson | 254-710-4762 |
| Big Daddy's | 801 S 4 th Street | Joe Blaneck | 254-753-5444 |
| Camille's Sidewalk Café | 2804 W Loop 340 | Mike Anderson | 254-662-6502 |
| Domino's Pizza | 1201 Speight Ave | | 254-753-0103 |
| George's | 1925 Speight Ave | Sammy Citrano | 254-753-1421 |
| Jason's Deli | 4302 W Waco Dr | Ryan Horak | 254-772-6611 |
| McAlister's Deli | 812 S 6 th Street | Brad Brown | 254-296-0380 |
| On the Border | 4320 W Waco Dr | Scott Dixon | 254-399-9986 |
| Pizza Hut | 1111 S 8 th Street | Lynda Carrier-Metz | 254-756-2320 |
| Uncle Dan's Bar-be-que | 1001 Lake Air Dr | Dan Henderson | 254-772-3532 |
| Waco's Bestyett Catering | 254 Bestyett Lane | Vicky Parker | 254-753-8469 |

Baylor Dining Services Policy

- Arrangements for food and beverage requirements are to be made with the Catering Coordinator (710-4762). This should be done at least two weeks in advance.
- The complete catering policy, including menus and costs, is available from the Catering Coordinator or online.
- Please be prepared with the following information when contacting Baylor Catering:
 - How many people will be attending the event to be catered?
 - What are the date, time, and location for the event?
 - Will the event provide seated and served dining or buffet-style?
 - Are there any other special arrangements, special occasion or themes of which the caterers should be made aware?
 - Do any of the guests have special dietary needs?
- Be sure that you understand all charges for the event such as outside catering charges, charges for weekend events, tablecloths, guarantee policy and cancellation policy.
- For additional information regarding Food Service Policy and Baylor Dining Services, please refer to their website: www.baylor.edu/dining

This content is provided by the Off-Campus Catering Review Committee.