OFFICIAL OFF-CAMPUS 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 caterer application process, guidelines and requirements for both campus departments and off-campus caterers and frequently asked questions (FAQs). View a list of approved off-campus caterers here: http://www.baylor.edu/events/index.php?id=97960

Information for you to know about all approved off-campus caterers

- All off-campus caterers are subject to the approval process through the University Off-Campus Catering Committee. As a part of the approval process:
  - Firms are required to provide evidence of insurance in accordance to limits described in the insurance section of their questionnaire. These limits have been set in accordance with Baylor’s Risk Management insurance parameters.
  - Additional certifications, licenses and permits, as well as copies of the most recent public health scores are required.
  - Firms are required to accept and abide by Baylor’s Campus Solicitation Policy.
  - Firms are required to accept and abide by the University Beverage Contract (see FAQs for details regarding university beverage contract).
- Baylor will require annual renewal of all approved off-campus caterers each summer.
- Baylor will review all off-campus caterers’ performance annually as a part of the renewal process.
- Baylor reserves the right to approve or reject any application or renewal of an off-campus caterer.
- There is no exception to the approved list of off-campus caterers or service providers (i.e. you may not use any off-campus caterer that is not on the approved list for any campus catering needs).
- Off-campus caterers providing services to University units 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. If you are hiring a caterer for drop-off only, YOU are responsible for clean-up of the location immediately following your event.
- Off-campus caterers will not be authorized to use production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services. Those facilities are:
  - Bill Daniel Student Center (1st floor kitchen, 2nd floor production facility)
  - Brooks, East Village, Memorial, & Penland Residential Dining Facilities
  - McMullen-Connally Faculty Center, Mayborn Museum, & Truett Seminary
• Off-campus caterers may have limited use of the warming kitchen facilities, ice machines, etc. of Baylor University (i.e. Blume Conference Center, 5th Floor Cashion).
• Off-campus caterers may not offer, sell, or serve alcoholic beverages at any time while providing service for the university.

Information for Campus Departments To Know Before Booking Your Catering

• Campus departments are permitted to order catering (for pick-up or delivery) through any of the approved off-campus caterers. There is no exception to this list of service providers.
• The Baylor purchasing card is the required (and only acceptable) method to pay for all campus catering expenses.
• Departments using off-campus caterers are responsible for the following:
  o Ensuring compliance with the University Beverage contract.
  o Ensuring compliance with not using production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services (see the Information about Off-Campus Caterers section for specific locations).
  o Ensuring compliance with Baylor’s Campus Solicitation Policy.
    • If you are receiving any phone calls, mailings, etc. from off-campus caterers seeking business, notify Event Services at 710.4105 immediately.
    • Off-campus caterers who violate the solicitation policy will have their catering privileges revoked.
  o 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.
    • Departments will be charged housekeeping fees if the facility is not properly cleaned up by the off-campus caterer or the hosting department.
    • Please request trash cans for your caterer’s use. You can request these at the same time you request other event details.
  o Ensuring compliance with not selling, serving, or offering alcoholic beverages on campus.
• Departments wanting to utilize off-campus caterers are responsible for making sure that the facility where their event is being held will allow off-campus caterers to cater events. Call 710-4105 for assistance.
• Departments using off-campus caterers are responsible for notifying the appropriate campus units for the following services (if applicable):
  o Facility lock and unlock (Housekeeping)
  o Table and chair order and setup/breakdown (Facilities)
  o Audio/Visual services and equipment (depends on facility – contact 710-4105 for assistance)
  o HVAC services (Facilities)
• Any external or non-Baylor group on campus that will require and pay for their own catering must use Baylor Catering. The approved off-campus caterer list is not extended to any external or non-Baylor groups.
• Any external or non-Baylor group on campus that is being hosted by a campus department and will be provided catering at the hosting department’s expense can use approved off-campus caterers.
• Approved off-campus caterers are not allowed to use their campus catering status in any type of advertising for their business.
• Use of officially registered logos and trademarks of Baylor University is strictly prohibited by off-campus caterers unless approved by Baylor’s Office of Collegiate Licensing.
FAQ’s

1. **When do I need to use a Baylor University approved caterer?**
   Any function on campus where food and/or beverages is offered and purchased with University funds must use a Baylor University approved caterer.

2. **Why do I need to use a Baylor University approved caterer?**
   Baylor has a responsibility to manage the risks associated with all activities that take place on campus. Accordingly, the University has determined that the approved caterers meet standards for liability and other business insurance, business license, health department certification, and have had regular McLennan County Health inspections. It is anticipated that meeting these criteria will safeguard University students, faculty, staff, administration, and guests.

3. **What if I want to use a caterer not on the approved list?**
   Caterers may be added to the approved list after appropriate due diligence by the Off-Campus Catering Review Committee. For more information on the process please contact Event Services at 710.4105 or visit [www.baylor.edu/events](http://www.baylor.edu/events)

4. **Do I need to use a Baylor University approved caterer if I’m only ordering pizza for my office?** Yes.

5. **How can I pay for catering expenses?**
   The required method of payment is the Baylor Purchasing Card issued only to faculty and staff. For information on how to obtain a Purchasing Card, please visit the purchasing website at: [http://www.baylor.edu/procurement/purchasing/index.php?id=45027](http://www.baylor.edu/procurement/purchasing/index.php?id=45027)

6. **What is the University’s Beverage Contract?**
   The University has a contract with PepsiCo for exclusive beverage pouring and representation rights on campus. The contract requires the University to only offer Pepsi products. The contract also allows Dr Pepper and Diet Dr Pepper. The only other exceptions to this policy are milk products, freshly brewed coffee or tea and poured water (if offering in bottle form, it should be a Pepsi product). All University units and departments are required to abide by this contract when purchasing beverages through an approved caterer.

7. **Will the Baylor approved caterers know to comply with the University’s beverage contract?**
   Yes. Part of their agreement is to accept and abide by the University’s Beverage Contract. The University asks for your support in notifying Event Services of any non-compliance by calling Heather Gerber at 710.6548.

8. **Can off-campus caterers host catering expos’ or showcases on campus?** No. There is an annual vendor fair in the fall where our off-campus caterers are invited to participate. For more information about the vendor fair, contact Candy Bradley at candy_bradley@baylor.edu.

9. **Can I use caterers listed on Baylor ISP’s Preferred Restaurant Partners list for my event on campus?**
   No. The restaurants posted on Baylor ISP’s restaurant list have agreements directly with Baylor Athletics and can only cater to events being held in athletic venues. They cannot cater in any non-athletic, campus facility unless they have been approved through the Off-Campus Catering Committee Review Process and are on the approved off-campus caterers list found at [www.baylor.edu/events](http://www.baylor.edu/events)