



# 1.0.016 Catering and Food Service

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<b>Subject</b>	Campus Catering and Food Service Policy
<b>Effective Date</b>	October 20, 2020
<b>Revision Date</b>	N/A
<b>Approvals</b>	VP of Finance
<b>Responsible Office</b>	Finance
<b>Creator(s)</b>	Finance Office

## I. PURPOSE and SCOPE

This policy provides clear guidance on the catering of food and beverages for events on campus. This policy applies to the use by MSOE (including faculty, staff, students, guests, temporary workers, and contractors from other organizations) and outside organizations.

## II. DEFINITIONS:

Element	Definition
Catering	Provision of food or beverage for any event on campus

## III. POLICY STATEMENT

### A. Food

MSOE has designated American Dining Creations (ADC) as exclusive provider of food services for the entire MSOE campus under contractual agreement. All food and beverage for all events being held on the MSOE campus must be provided by ADC. This exclusivity does not include events valued at \$200 or less or University events whereby sponsors are providing donated food.

### B. Non-Alcoholic Beverages

MSOE has an exclusive soft drink contract with Pepsi. Pepsi is the exclusive Beverage supplier to, and Beverage sponsor of, MSOE and the Facilities, including any applicable Teams. As such no competing soft drinks or other non-alcoholic beverages are to be brought in for any event.

### C. Alcoholic Beverages

ADC is the only entity authorized to store, pour, serve, or sell alcoholic beverages on

campus. No MSOE department, organization or outside party may bring in, pour, serve, or sell alcoholic beverages on campus.

#### IV. PROCEDURES

##### A. Booking your Room

For information on reserving space on campus, see the [Room Reservations and Scheduling Software policy](#).

##### B. Catering Procedure

1. **Online Ordering:** Orders should be made on the CaterTrax website: <https://milwaukee-school-of-engineering.catertrax.com/>
2. **Custom Menus:** Please allow at least two weeks in event planning timeline to work with the catering team in planning your event.
3. **Guest Counts:** A final guest count for your event is due three business days prior to the event.
4. **Cancellation:** ADC requests that any event cancellations be made five business days prior to the event date.
5. **Dietary Accommodations:** Please contact the catering department to assist with any dietary accommodations or requests.

For any catering questions or assistance please contact [catering@msoe.edu](mailto:catering@msoe.edu)

##### C. Setup and Cleanup

1. When the event is an MSOE faculty or administrative department sponsored campus event and entered in the 25Live scheduling process, custodial services will contact the scheduler to determine the need and scope of cleanup.
2. If the department, organization or outside party scheduling any event does not arrange for cleanup in the scheduling process, then the department, organization or outside party is responsible for cleanup, bagging and removing all food and beverage waste from the area used immediately after the event. Trash bags shall be provided by custodial services in event barrels to dispose and re-line. MSOE external trash dumpsters must be used if not removed from campus. No food or beverage waste or leftovers will be placed in trash receptacles within the facility or room where the event takes place.

3. All floors, furniture, tables, chairs, etc. are to be cleaned of food and beverage waste by the individual group.
4. ADC shall be responsible for all food items along with removal of any dishes and decorations.
5. Costs for any setup during non-regular hours (i.e., for after standard business hours or weekend catering events) shall be agreed upon in advance of event. All events scheduled by outside parties utilizing non-catered food services will be assessed a cleanup charge.
6. Requests for set-ups of tables and chairs, the use of audio-visual equipment, or musical equipment must be stated completely on the Facility Use Form and reviewed by the Custodial Department. Setups must comply with MSOE available furnishings. Any furnishings required to be rented will be paid directly by the user after approval is granted. A setup fee will be charged (see [Room Reservations and Scheduling Software policy](#) for information on setup fees).

**V. EXCEPTIONS**

The food and non-alcoholic beverage exclusivity does not include events valued at \$200 or less or University events whereby sponsors are providing donated food.

**VI. LIFECYCLE**

Reviewed biennially or as needed.

**VII. APPENDICES**

None

This section to be completed by the Records Manager		
<b>Related Policies</b>	Facility Use Agreement; Room Reservations and Scheduling Software	
<b>Date Due for Review</b>	Fall 2022	
<b>Public Location(s)</b>	MSOE Policy Library	
<b>Record Manager</b>	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
<b>University Archivist</b>	Denise Gergetz, Librarian	
Version History		
<b>Date approved</b>	<b>Amendment Summary</b>	<b>Date(s) cross locations updated and past version provided to University Archivist</b>
VP of Finance: 10/20/20	Initial approval	n/a