



In an effort to honor our contractual relations with our food service provider, Aramark, the following guidelines have been developed to help you in planning for an event, meeting, or activity that involves food on campus. Please observe the following guidelines when planning an event that involves food.

- All catering on campus will be provided exclusively by Aramark, unless Aramark cannot provide the service or waives this requirement for a specific event. The VPA must approve all food purchases from Aramark and any exceptions.
- Except for the above referenced exception, food may not be brought onto campus from other vendors (e.g., Costco, Sam's, local restaurants) for meetings, events, or activities. Consequently, requests for reimbursement for such food will not be approved.
- Donated food for events, meetings, or activities may not be brought onto campus without specific approval by the VPA in consultation with Aramark.
- Student clubs must use licensed, third-party caterers (or Aramark) for all activities that involve food. Any student club desiring to engage third-party caterers must give not less than three (3) weeks written notice to Aramark, and the location of the event needs to be approved in advance by the Vice President of Administration.
- The CRC Culinary Arts Program may provide a limited number of events throughout the year as specified in the Aramark contract.
- Small potlucks for an office can still be done, provided it is for the exclusive use of one office or area.

Thank you very much for your attention to this matter. Please let me know if you have any questions or concerns.

Regards,

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