

Campus Catering Policy

Policy No.: 900-20

Effective: March 1, 2021

PURPOSE:

This policy is to establish a campus catering policy, and to define the role of The University Corporation (TUC) and its designated catering provider (TUC designee) for food and beverage catering services on the California State University, Northridge (CSUN) campus, as well as, catering events off-campus. Campus catering includes the CSUN Dining To Go program and the Orchard Conference Center (OCC) program. TUC and its designee are responsible for ensuring that quality food and beverage services are provided at competitive catering prices.

BACKGROUND:

TUC, a 501(c)(3) non-profit auxiliary organization, is charged with supporting the mission of CSUN by providing commercial services to the university. TUC operates for the sole benefit of CSUN and does not receive any state support.

TUC and its designee are granted the exclusive right to provide all food and beverage services on campus. The Orchard Conference Center (OCC) is a collaboration between CSUN and TUC with the goal to provide enhanced campus dining and catering services. The OCC will provide high-quality, convenient, and consistent services to benefit the campus community. Establishing mutually beneficial and sustainable partnerships to leverage resources on the campus will help support the campus planning priorities. It is imperative that campus catering requests are to be directed to CSUN Dining To Go or to the OCC to help ensure its fiscal viability and success.

POLICY:

To help ensure proper food handling and safety as well as minimize potential liability to the campus, TUC and its designee are the exclusive food service providers for CSUN. TUC will manage the preferred process for on-campus catered events that are funded by state, enterprise and auxiliary funds. For those situations in which there is a need to seek a waiver to the policy, TUC will be the entity to approve exceptions on a case-by-case basis. Any off-campus food and beverage for catered events brought to CSUN without the express written approval of TUC may result in revocation of campus catering privileges and/or denial of payment/reimbursement for the requesting department.

POLICY SCOPE:

This policy applies to CSUN colleges, departments, enterprises and auxiliary organizations with the exception of events hosted by Student Clubs & Organizations, Associated Students (AS), University Student Union (USU), and Student Housing events funded by student fees and other student fee based events. Farmers Market vendors, food donations resulting from sponsorship agreements within the Learfield Sports contract held by TUC, food trucks providing services on campus outside of the USU, as well as catering services specified within artist agreements for The Soraya and USU are also exempt from this policy. The hospitality services (use of conference space, catering and restaurant) of the Hilton Garden Inn are exempt from this policy. Events from across campus which focus on high profile external constituents or donors may be granted an exception with the approval of

the Vice President for University Relations and Advancement.

A cross divisional advisory committee will be appointed by the University President with the charge to evaluate the performance of TUC's designee by monitoring the adherence to key performance indicators. Some examples of key performance indicator categories will include, but are not limited to the following: quality assurance, customer satisfaction and sustainability.

PROCEDURES:

For procedures related to this policy, please see – Pending spring 2021

FURTHER INFORMATION:

For additional policy clarification contact The University Corporation at x2906.

APPROVED BY THE PRESIDENT