



**Dining Services
Catering Policy
Updated: October 10th, 2023**

The purpose of this CWU Dining and 1891 Catering policy is to support the department's vision to be a key campus stakeholder while establishing 1891 Catering as the preferred caterer on campus.

For the safety and well-being of our employees, students, and campus community, Dining Services has the first right of refusal of food and beverage for on-campus events.

Off-campus food service providers are not permitted to use space in CWU Dining, or 1891 Catering, operated buildings. Nor will catering exceptions be granted in the following spaces; Sue Dining Room, Lombard Room, Tunstall Commons, The University House, or the Student Union and Recreation Center building (SURC).

Please see the campus partners and student organizations section for alternative options and offerings available in these buildings.

EXCEPTIONS TO POLICY:

If the event or group meets exception criteria, the applicant may apply for a one-time exception. If for any reason Dining Services is unable to provide services for campus events and activities due to high demand or other extenuating circumstances, exceptions may be granted. University departments should contact a Contract Specialist on contracting with external service providers and must adhere to all CWU contracting policies and procedures. For more information, reach out to CWU Contracts and Procurement Office at 509.963.1002

Exception requests must be submitted no less than **30 days** prior to the scheduled event. Any exceptions requested less than **30 days** will not be considered. Exception requests must be submitted electronically via the web-based intake form [here](#).

Campus Partners and Student Organizations:

- Organizers may purchase off-campus, non-university prepared food and beverages for internal private meetings that are not open to or advertised to the general public where food and beverage costs do not exceed **\$300**. This does not include external vendors coming to campus or providing catering services on CWU property. This is subject to current purchasing rules and regulations.
- Food services for internal, private meetings, and to-go options, are offered by 1891 Catering. These services must be ordered in advance and picked up at Tunstall Commons on the meeting date and requested time. These services can be purchased using Wildcat Bucks or traditional payment methods.
- Educational or instructional activities that are tied to academics are excluded from this policy.



Student Clubs and Organizations:

- Recognized clubs and organizations should communicate with Student Leadership, Involvement and Community Engagement (SLICE) prior to reaching out to Dining Services for available options.
 - Fund-raising Activities:
 - Recognized and registered student clubs and organizations may sell baked goods to raise funds for club events. However, the following requirements apply:
- Baked goods, cookies, cake, brownies, rice Krispy bars, etc., must be purchased at a bakery, supermarket, or outside vendor and individually wrapped to be resold.
 - Food Handlers Cards and proper food safety for ready to eat food is required.
 - Student clubs and organizations may use the CWU Dining Services kitchens, please refer to the [Kitchen Use Policy](#) for guidelines and fill out the request form found [here](#).
- Homemade and personally prepared items are NOT permitted.
- Perishable food products that have a required holding temperature (hot or cold), must not be prepared for sales or given away without prior approval from Dining Services.
 - Traditional and authentic events where food and beverage is prepared or provided by club or student organization:
 - Student clubs and organizations can use the CWU Dining Services kitchens or collaborate with CWU Dining Services for such events, please refer to the [Kitchen Use Policy](#) for guidelines and fill out the request form found [here](#).
 - An exception is allowed for University sponsored events wherein specific culturally authentic or ethnic food is envisioned as a program component, is integral to the event, and students participate in the preparation and service of the food.
 - A student organization wishing to produce such an event is required to request a catering exemption if they would like to partner with an outside service provider, and CWU Dining is unable to support.



External Food Service Providers

- CWU Dining Services reserves the right to deny exception requests and/or deny external service providers access to serve at campus events and/or activities. Kittitas County Public Health will be notified of any event approved of an exception and they may be on-hand at the beginning of each event to ensure that all Washington State and Kittitas County Public Health Food Sanitation laws, rules, and regulations are met and followed. CWU Dining Services also reserves the right to contact the Kittitas County Public Health regarding any hazardous and/or emergency food sanitation issues or situations that may occur.

*This process does not transfer liability from the external vendor to CWU or Dining Services.

ENTER INTO PHYSICAL CONTRACT:

The final stage of the vetting process includes entering into the physical contract process with the CWU Contracts and Purchasing Office to execute the contract. CWU Dining Services' approval of any exception, permitting external food service providers to support campus activity, is contingent on all the following criteria being met, in addition to a final executed CWU contract on file with the CWU Contracts and Purchasing Office.

1. PUBLIC HEALTH and FOOD SAFETY:

Service providers must submit to CWU Contracts and Purchasing Office, a current food service permit to operate and be inspected by Kittitas Public Health to ensure that the proper Kittitas County and Washington State Health Department laws, rules, and regulations regarding food sanitation and safety are met and followed.

- Food must be prepared in a licensed commercial kitchen and the business must be permitted to provide off-premises catering services. A site visit may be required as part of the vetting process.
- A copy of the most recent inspection report and staff food handler's cards for all attending staff must be present at the event.

2. INSURANCE:

Service providers will be required to enter into a written agreement with CWU prior to the start of the service. As part of the contract requirements, service providers must have and keep in force for the entire length of the contract a Commercial General Liability insurance policy which includes coverage for foodborne illness with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. If driving on campus is required to perform the service, service providers will also be required to have and keep in force for the entire length of the agreement a Commercial Auto Liability insurance policy with limits of no less than \$1,000,000.00 per occurrence. For all insurance



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coverage required as part of the agreement, service providers will need to provide CWU with a certificate of insurance naming CWU as an additional insured.

3. BUSINESS LICENSE:

Service providers must have and submit a current license to operate a business through the State of Washington and/or Kittitas County to CWU Contracts and Purchasing Office.

4. W9:

Service providers must submit a W9 to CWU Contracts and Purchasing Office.

DEPARTMENT CONSIDERATIONS:

Departments and organizations approved to utilize an external service provider must secure their own tables, chairs, dining equipment, food service materials, linens, etc.

Departments and organizations must reserve space through CWU Scheduling and send the reservation confirmation to CWU Dining Services.

No CWU Dining Services equipment or spaces may be used or donated for any event utilizing an approved service provider.

EXTERNAL CATERING STAFF:

Service providers must provide staff during the entire event including set up, monitoring during the event, and clean up. Any additional or excessive cleanup will be the financial responsibility of the sponsoring organization.

*SURC Dining spaces, all kitchens, and serveries utilized by Dining Services and Catering are intended for the exclusive use of CWU Dining and Catering services and may not be used by offsite catering services.

APPEALS PROCESS:

In the event an exception request is denied, and if the organizer of the proposed event disagrees with the results of the exception request, they may appeal to the Executive Director of Auxiliary Enterprises, whose decision will be final. The appeal request must be forwarded in writing and before the 30-day time frame prior to the event date.