

Georgia College Catering Policy and Guidelines

Updated January 2013

From Original Contract for Operation and Management of Food Services (Section 3.c):

Contractor (Sodexo Management, Inc.) shall provide catering services to Georgia College (GC) on an exclusive basis as provided in Section 4 of the RFP (Request for Proposals).

Detailed stipulations regarding catering are provided in Section 4.2.3 of the RFP, which is made part of the Contract for Operation and Management of Food Services.

Catering guidelines include the following:

1. Food and beverage service for any college-sponsored/university-sponsored event will be provided exclusively by Sodexo. "College-sponsored" or "university-sponsored" is defined by either:
 - a. GC funds (including Foundation funds) are supporting any portion of the event, OR
 - b. The event is being held on University property (including central campus, west campus, athletic facilities, or any other University or Foundation property)

 2. University Housing Student Programs and Recognized Student Organizations (RSO's) may:
 - a. Use Sodexo's full catering services voluntarily and pay full price.
 - b. Use Sodexo's "For Student Organizations Only" catering guide to purchase food/beverage at discounted prices and self-serve the food/beverage at an event.
 - c. Provide food/beverage on their own (from whatever source they desire) and self-serve the food/beverage at an event.
 - University Housing Student Programs and RSO's are permitted to use any of the above three options regardless of event location (although not adjacent to university dining facilities), size (number of guests), or purpose. (For example, if an RSO is sponsoring a party for local school children and they want to serve "Papa John's" pizza, they are permitted to do so, even if University personnel are invited.)
 - University Housing Student Programs and RSO's may not "sponsor" events for other groups for catering purposes.
 - University Housing Student Programs and RSO's may reserve event space (as available) with a two-week or more notice, even if self-providing food for the event. A fee for a building/room supervisor may be required depending upon the time of the event. "Outside" food may not be served in event space adjacent to university dining facilities.
 - At no time are University Housing Student Programs or an RSO permitted to use a caterer other than Sodexo.
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Waivers

Updated 9/30/2021

1. Waiver requests should be submitted via email to Charles Cruey, Director of Operations for Auxiliary Services: charles.cruey@gcsu.edu and copied to Georgia College Dining Services: dining@gcsu.edu

2. Waivers are generally allowed in the following circumstances:
 1. For small, informal events where food is provided by the participants themselves and no University or Foundation funds are used for any part of the event.
 2. For fundraising events if food is donated by a private party and will not be sold.