

ASU Catering Guidelines

1. Food Service Provider shall have exclusive catering rights for the new Jaguar Student Activities Center. This provider would be the only company allowed access and use the kitchen facilities.
2. Food Service Provider shall have exclusive rights for all other campus catered events with certain restrictions and exceptions as noted below.
3. Campus departments are exempt from these catering guidelines for departmental events where employees bring in food (whether reimbursed or not). These exclusive catering guidelines pertain to the use of businesses or persons who are engaged in catering as a source of income.
4. Student organizations are exempt from the policy for internal organization events. When feeding groups outside of their organizations, they are required to follow the policy. They are, of course, encouraged to use the on campus food service provider.
5. Certain, long established events would be exempt. (e.g. A Day BBQ)
6. Any organization has the right to appeal to the Vice President of Business Operations for the use of an outside caterer. The outside caterer would be required to demonstrate proper licensing and insurance liability coverage.
7. The on campus Food Service provider shall provide a basic catering menu, including prices, to be approved by the University by July 15 of each year. Price increases shall be limited to the Consumer Price Index. The menu should contain a discount schedule for larger groups, early payment, etc. Additionally, the catering menu shall contain a "to go" section at reduced prices.

To set up catering events, please contact:

Cyndy Wilson, Food Service Director (Sodexo)
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706-737-1599

Questions regarding the catering policy:

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