## ****Dining Policy****

The Catering Division of the University’s Dining and Conference Services Department has the exclusive rights to all catering activities held on campus or funded by a University cost center or a student activities account. This policy excludes small personal and individually planned functions held in office areas where those attending prepare food.

This policy outlines the provision of catered services to campus departments for University business. This policy applies to all faculty, staff, students and student organizations that wish to:

1. Purchase on-campus catered services
2. Fund on-campus catered service via a University cost center or a student activities account.

**Exceptions and Waivers**

Faculty, staff and students who believe that the authenticity and/or programmatic purposes of their event and/or program would be significantly enhanced if part or all of the food and beverages were provided by a Food Service other than Millersville University's Dining and Conference Services, may request an exception to the policy.

A request for exception must be made to the Director of Dining and Conference Services or his or her designee by the close of business 21 calendar days prior to the planned event. Within three (3) business days, the Director of Dining and Conference Services will respond either declining or waiving the requirement to utilize Millersville University's Dining and Conference Services for all or part of the food and beverages at the planned event.

If the individual, department or organization disagrees with the decision, an appeal may be made within two (2) business days to the Vice President for Finance and Administration or his or her designee. The reply to the appeal will be issued within two (2) business days. Final decisions and any food and beverage orders for Catering must be finalized and confirmed seven (7) business days prior to the event.

There are no exceptions to this policy for catered food and beverage services at the Bolger Conference Center or any Millersville University licensed and operated Dining facility.