

OLD DOMINION UNIVERSITY
University Policies and Procedures

3212 - CAMPUS CATERING

ELIGIBILITY

Old Dominion University's Dining Services has the right of first refusal to cater any event held on campus, inclusive of university-leased property, and provides catering for the following functions:

- (1) Activities of university-recognized student, faculty, and staff organizations;
- (2) Any university-sponsored functions (i.e., those charged to university accounts);
- (3) Any approved campus activity that utilizes university facilities.

The person(s) scheduling the event must do so through the Webb Center Scheduling Office. The person(s) scheduling the event or their designee must be present at all times during the event and will be held responsible for the conduct of guests and for any damage to university property.

GUARANTEES - Dining Services requires a telephone confirmation of final guaranteed count forty-eight hours before an event and seventy-two hours for weekend events. The organization requesting catering services will be held strictly accountable for 100 percent of the guarantee; however, Dining Services will be prepared to serve up to 10 percent more than the guarantee (not to exceed ten place settings). Charges will be based on the number guaranteed or the number served, whichever is higher.

CANCELLATIONS - Should it be necessary to cancel an event, Dining Services requires a minimum of forth-eight hours notice. Weekend events will require a minimum of seventy-two hours notice. (A cancellation fee will apply to any cancellation with less than minimum notice.)

Responsibility: Director of Special Events for Dining and Special Events Coordinator

Authorization: Joseph M. Marchello, President

Date: December 1, 1988