

## Residence Life Food and Refreshment Guidelines

1. If a residential floor wants to host an event, and
  - They are using their floor funds;
  - They are only inviting the members of that floor; and
  - They are holding the event in their floor lounge or other reservable space in the residence halls (that allows food & drink);

they are permitted to purchase food from sources other than University Housing Residential Dining.

2. The purchase of **soda** (pop) is permitted from sources other than University Housing Residential Dining for any event in the residence halls. The purchaser is not limited to the brand of the product (i.e., Coke, Pepsi).
3. If you intend to have **grocery items or food not listed in 2009-2010 Burge and Hillcrest Market Place Refreshment Price List** at your event (i.e., gummy worms, candy, Oreos), you are automatically granted permission to purchase these items from off-campus vendors. You can still order these items from University Housing Residential Dining, but it is not required that you do so.
4. If you intend to have **prepared food** items at your event (i.e., cakes, pastries, fruit/vegetable trays, etc.), Residential Dining must be given the right of first refusal. This means that when you are using departmental/student organization money, you must first discuss your food needs with Residential Dining. If they are unable to provide what you want, they will grant you permission to use an off-campus vendor. Also, if significantly better prices can be found, on the same (or very similar) food products, you may make a proposal, in an e-mail, to Kate Fitzgerald. She will review the proposal, make a decision and notify you within 48 hours.
5. If you intend to have **pizza** at your event, you are automatically granted permission to purchase pizza from off-campus vendors. It is suggested that you contact June Severson in the Office of Residence Life to see if there are any special offers that might currently be offered. You also can order pizza from University Housing Residential Dining, but it is not required that you do so. Make sure to follow the Pizza Ordering Procedures as depicted in the Community Development Resource Manual.
6. If you fail to place an order with Residential Dining seven (7) days in advance - they have been instructed to decline the request, and you will be denied the option of getting your food items from off-campus vendors.
7. It is okay for HCs to prepare food for RAs, RAs to prepare food for floor events, and cooking programs. Large scale programs should use Residential Dining or other appropriate sources for prepared food.