

Specialty and Cultural Catering for Recognized Student Organizations

Gourmet Dining is the exclusive caterer for all programs and events taking place at Rutgers University-Camden. However, recognized cultural and faith-based student organizations are able to seek approval for the use of a non-University caterer if Gourmet Dining determines that it cannot meet the needs of a specific student organization event.

Specialty and cultural catering may *not* be used for general meetings.

Recognized student organizations seeking approval for the use of a non-University caterer must seek approval through Gourmet Dining, *minimally two weeks* in advance of a program.

All non-University suppliers, including caterers, are required to comply with all University requirements, including insurance requirements as stated in the University's procurement "Terms and Conditions," and are expected to act as a full catering service and provide all necessary utensils, paper products, serving utensils, will provide the appropriate amount of servers to monitor the food, etc.

All non-University suppliers must remain autonomous and be self-sufficient; non-University suppliers will not have access to any of Gourmet Dining's facilities and/or equipment.

Any events with food may have to pay additional custodial charges depending on the amount of guests, location of event and type of food being served.

Under no circumstances should a recognized student organization or administrator contract for and execute an agreement for catering with a non-University supplier without first receiving approval to do so from Gourmet Dining.

Please note: Homemade foods (i.e., "potluck" meals) are *not* allowed to be served at organization meetings or programs at University facilities because they pose a risk to the health and safety of the community.

For questions regarding specialty and cultural catering or additional questions regarding catering, please contact:

Gourmet Dining Catering: RUCatering@gourmetdiningllc.com