

# DEPAUL UNIVERSITY

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## Catering Donations

**Category:** Operations

**Responsible Department:** Student Center

**Responsible Officer:** Director

**Effective Date:** 06/09/2020

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### Policy Summary

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This policy offers guidelines for accepting donations of food and beverages and instructions for student organizations for using donated catering for their events and programs.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

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DePaul University has an exclusive contractual relationship with Chartwells for catering services for the Loop and Lincoln Park Campus. Any catering for a University event that takes place in university owned buildings on the Loop and Lincoln Park campuses must be serviced by DePaul's recognized catering provider.

On occasion, University departments and/or student organizations receive donations of food and beverages for an event. Such donations must be pre-approved for health and safety reasons.

Monetary donations for the purpose of purchasing food and beverages are **not** considered catering donations, and must conform to the university's Catering Services Exclusivity policy.

Donations of food items for resale/fundraising purposes are allowed only if it is not necessary to heat or cool the item for safe consumption.

DePaul's pouring rights agreement with PepsiAmericas, Inc., states that only Pepsi products (carbonated and non-carbonated beverages, juices, bottled waters, and various Pepsi products) can be sold or served at DePaul University.

Please also note that if a group submits a request that includes donations of alcohol, the group must demonstrate that they have adequate control measures in place to ensure (1) that persons under 21 years of age are not served alcohol and (2) that persons who are obviously intoxicated are not served alcohol (e.g., hiring a professional bartender to serve alcohol, security, presence of university representative, method of age identification and monitoring of the event, etc.). Groups will, in the discretion of Student Centers and in consultation with Risk Management and the Office of General Counsel, be required to hire professional bartenders to serve donated alcohol.

Donations of alcohol are not allowed for events, including classes, at which students under 21 will, or could be, present.

Student organizations serving donated alcohol must also request written authorization from the Dean of Students. Authorization will not be given to any student organization that is hosting an event at which students under 21 will, or could be, present. Students should consult the "Alcohol" policy in the Code of Student Responsibility for more information.

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## **Procedures**

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A University department or student organization that is receiving a food/beverage donation for an event must register and have that donation approved by the Director of Housing and Student Centers. (S)he must review, approve and acknowledge the donation.

The sponsoring University department or student organization that is receiving the food/beverage donation must complete the "Catering Donations Request Form" located at the link below or on the Student Center website, and send it to the Director of Housing and Student Centers at least one week in advance of the event. In addition, the donating restaurant is required to submit an invoice listing the items donated and complete a brief statement of donation (Catering Donations Letter) no later than one week in advance, also found in the link below and on the Student Centers website, including information on the handling of prepared foods, and send that at least one week in advance to the Housing and Student Centers' administration. A return response will then be given to the sponsoring/student organization department.

While we realize most donations will be done "in-kind," if a restaurateur or donor would like an acknowledgement letter for their donation, the Director of Housing and Student Centers would forward the request to the Development Office. DePaul's Development Office's acknowledgment letter does not include an estimated dollar value.

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## **Divisional Collaborations**

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- Housing and Student Centers
- Student Involvement
- Recognized Student Organizations
- Procurement
- Accounts Payable

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## Contact Information

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For any inquiries regarding interpretation of this policy, contact:

Director of Housing and Student Centers

Office: 773/325-7346

Direct: 773/325-4283

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## Appendices

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[Catering Donations Letter](#)

[Catering Donations Request Form](#)

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## History/Revisions

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Origination Date: 11/09/2007

Last Amended Date: 06/09/2020

Next Review Date: N/A