

**FACILITY POLICY**  
**V. J. and Angela Skutt Student Center**  
**Harper Center for Student Life and Learning**

SECTION Reservations and Events Policies			NO. 3.6		
ISSUED February, 1988	REV. March 1995	REV. April 2003	REV. February 2007	REV. January 2011	REV. May 2011
POLICY Food Service Exclusivity			PAGE 1		

**PURPOSE:** To allow Creighton University's food service purveyor to have exclusive control of all retail/catering operations in the Skutt Student Center and Harper Center for Student Life and Learning

**SOURCE:** Skutt Student Center Advisory Board, Harper for Student Life and Learning Administration and Administrative Contractual Agreement

**POLICY:** The Skutt Student Center and Harper Center for Student Life and Learning contracts their food service through Sodexo Campus Services. All foods and beverages consumed in the building related to events and activities must be purchased from Sodexo unless a Catering Exclusivity Waiver has been obtained from the Director of the Skutt Student Center and Harper Center for Student Life and Learning.

Any individual or group discovered to have brought food from outside the building into the facility for an event without appropriate permission will be charged a minimum fee of \$50.00. Fees will be assessed according to the severity of the violation. (see policy 4.1 for fees)

An individual or group wishing to arrange for catering in the Skutt Student Center or Harper Center must contact the Reservations and Event Planning office and Sodexo's catering office. The room reservation must be made prior to finalizing catering arrangements. A room reservation acts as a clearance for the food event to take place.

To complement this exclusivity the Skutt Student Center and Harper Center must work with its clients to allow exceptions to the protected contract.

In accordance with this belief, the Skutt Student Center and Harper Center will allow:

- Brown bag events, in which individuals bring their own meal
- Events subject to the University's Ethnic Food Service Policy
- Special event arrangements subject to authorization by the Director of the Skutt and Harper Centers or his/her designee

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