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To: Deans, Directors, Department Heads
From: Joyce M. Hatch
Vice Chancellor for Administration & Finance
Date: 4/10/07
RE: Campus Catering Policy

At the April 6, 2007 meeting of the Executive Management Team the attached catering policy requiring the use of UMass Catering for campus events was passed. The effective date for implementation of this policy is April 15, 2007. While it is encouraged to utilize catering, the policy is not intended to require the use of UMA Catering for all small, business type meetings, rather its focus is for larger campus events. The policy is meant to insure compliance with applicable state health and safety standards regarding the preparation and serving of food and to provide the campus with reasonable controls to insure services meet standards which preclude issues of campus liability. Using UMA catering relieves campus departments from the responsibility of insuring this compliance for campus events. If you have any questions regarding the applicability of this policy, contact UMass catering at 549-6000 Ext. 7255. Please distribute as appropriate.

Thank you.

**University of Massachusetts Amherst
Catering Policy
April 15, 2007**

All catered events sponsored by a campus entity are required to contact UMass Catering for catering services. When alcohol will be served, the event must also adhere to the University's alcohol serving policies. In extenuating circumstances, when UMass Catering is unable to provide the service requested by a department, a waiver is required from the University's Department of Environmental Health and Safety. The catering department will assist in getting this waiver. Private vendors operating food carts, concessions, catering and other food service operations are prohibited from operating on campus.

The purpose of this policy is to insure compliance with applicable state health and safety standards regarding the preparation and serving of food and to provide the campus with reasonable controls to insure services meet standards which preclude issues of campus liability.

Any questions regarding this policy should be directed to the Director of UMass Catering at 549-6000 Ext. 7255. To access catering services, please contact the UMass Catering Sales Office at 577-1234.