

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Catering Policy and Procedure--Use of Outside (Non-UW) Services  
**FROM:** University Business and Purchasing Services  
**DATE:** November 10, 2002

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**Definition of Outside Catering**

- Food service provided as part of a University-sponsored program by an outside licensed and insured restaurant and/or catering operation. Food is prepared, transported, set out and/or served by the vendor's employees.

**Catering is Not:**

- Meals and other food served in an off campus restaurant and/or catering premise where a University-sponsored program is being held (e.g. a group of University staff eating at a restaurant).
- Food purchased and prepared by University staff.
- Prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza or related items) purchased from a licensed restaurant and/or catering operation and served by university staff on property owned or facilities used by the University. Prepared food may be delivered by the vendor or picked up at the vendor's site by university staff.

**Procedure**

1. Departments must contact the Wisconsin Union and the University Housing Catering Departments for all catering events to be served on campus to ascertain whether they can cater the event.
2. If neither the Union nor University Housing is available to provide the catering, then the Department can contact an outside vendor for the event.
3. All outside vendors who perform catering services on campus must have a City of Madison Catering License, and provide, prior to the event, an insurance certificate with high-risk insurance limits, per University requirements.
4. All Purchasing Services and Business Services policies apply to vendor provided catered events.