

DINING SERVICES POLICIES

We will try to clear all tables as completely as possible immediately following the meal and before your program begins.

The amount of food on our smorgasbord lines is considered to be very generous and adequate even for seconds. Please understand, however, that we cannot re-supply unlimitedly any one item that is more popular than another. In addition, food that is not utilized on the smorgasbord lines is not permitted to be removed from the premises.

If food is brought into the Valparaiso Union Building that is not prepared by the Department of Dining Services, prior approval must be obtained from the Director of Dining Services. This includes completing a food release form, relieving the University of any liability. This also applies to groups hosting non-commercial functions such as a bake sale.

Outside caterers are not permitted to sell, serve, or deliver any food items on campus.

The only groups that may bring food into the Valparaiso Union Building are those related to the University (i.e. – University Clubs). If those groups bring in food of their own, the Catering Division of Dining Services will not supply any food products. The Catering Division will either cater the entire event or none of it.

To minimize accidents, food and beverages will not be delivered, setup or served in campus building areas without elevators or ramp access.

There will be a \$30-45 surcharge for handling, storage, and serving of donated food products.

A 10% service fee will be charged for Off Campus Groups plus 7% tax add to the food bill.

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