

Campus-Wide Food and Non-Alcoholic Beverage Regulations

Sodexo is contractually obligated to provide all food services to the USC Upstate campus. The contract stipulates that any and all food service must either come from Sodexo or permitted through formal agreement by Sodexo. Additional catering policies can be found at uscupstate.catertrax.com.

Note that these regulations apply to events with food and/or beverages and held in event space. All use of event space (or classroom space for events other than classes) must be booked through the Special Events office.

Following are contract stipulations which are clarifications or exceptions to this policy and are specific to certain populations or event locations:

OFF-CAMPUS CLIENTS

Groups or individuals who are planning events on the USC Upstate campuses must utilize Sodexo as their food service provider. As with all other groups, no "homemade" food items may be brought on campus for the purpose of serving groups utilizing event space.

STUDENT EVENTS

Student groups must utilize Sodexo or seek specific permission from Sodexo for food and beverage at any event held in event space on campus. One exception to this rule is the utilization of previously contracted food services between an outside entity and the USC Upstate Office of Student Life.* (2016 example Papa John's Pizza) A copy of these agreements must be supplied annually to the Sodexo Catering Manager. Exceptions are also granted for fundraisers as long as the food service provider is licensed and a copy of the license is provided to the catering manager. Again, no homemade food items are permitted to be sold or provided to groups utilizing event space.

In order to make food services accessible to student groups and their restricted budgets, Sodexo will provide menu options which are simplified and offered at a reduced rate. The names of these menus are subject to change annually.

"THE GEORGE" DEAN JOHNSON SCHOOL OF BUSINESS AND ECONOMICS

All events at the George must be scheduled through the Office of Special Events and Facilities Scheduling. For groups who intend to have food as part of their event at The George, there is a \$250 order minimum. In the instance that you may have multiple events in the same day, each order must be \$250.

GREENVILLE CAMPUSES

Sodexo contractual policies do not currently apply to USC Upstate campuses in Greenville. Sodexo will deliver food and beverage items for groups larger than 30 for a small delivery charge. Pre-ordered items may also be picked up on Upstate's main campus.

***In the event that Sodexo does not provide food service for any given event where food and beverage are available, neither dining services nor special events will provide tables, chairs, ice, cups, plates, napkins, trash bags, etc.**

Set-Up services by the Special Events office can be procured for a small fee.