



## **FOOD, CATERING AND ALCOHOL POLICY**

**Purpose:** The purpose of this policy is to clarify and interpret the application of the University Dining Services Policy to departments, divisions and centers of the Darla Moore School of Business and recognized student organizations associated with the Moore School and to provide additional guidance to departments, divisions, centers, faculty and staff of the Darla Moore School of Business for the responsible use and provision of alcoholic beverages and to promote compliance with the [University of South Carolina Alcohol Policy and Guidelines](#), as well as the additional Moore School requirements.

### **Food and Catering**

All faculty, staff, students, departments, divisions and centers of the Darla Moore School of Business and recognized student organizations associated with the Moore School hosting or sponsoring an event in any public, private or leased space within the Moore School's building located on the main campus of the University of South Carolina at 1014 Greene Street must comply with the [University Food and Catering Policy](#).

### **University Dining Services Policy**

The university's food service provider has the exclusive right to provide catering services in non-athletic venues on the university campus for pricing mutually agreed upon in [University Dining Services \(sc.edu\)](#) and [Contractor's Catering Guide](#). Horseshoe Catering menu can be found here: [Horseshoe Catering - Columbia, SC \(catertrax.com\)](#). If the department and the food service provider cannot agree to a schedule, cost or menu, approval may be given by Horseshoe Catering with amicable approval by authority at the University of South Carolina, for an outside caterer to be used for an event.

### **Additional Requirements**

The intent to use another caterer must be submitted to Aramark at: [https://aramark.co1.qualtrics.com/jfe/form/SV\\_3DcuLvRoqf5Jx0q](https://aramark.co1.qualtrics.com/jfe/form/SV_3DcuLvRoqf5Jx0q). Aramark will review the submitted exemption request, evaluate the ability to meet the request based off menu, cost and operations, and then respond with approval/denial of request. If approval is granted by Aramark, then the USC Business Affairs office must approve. If granted approval for use of an outside caterer for an event sponsored or

hosted by an entity to which this policy applies, a copy of the approval must be provided to the USC-Business Partnership Foundation/Corporate Solutions along with proof of insurance required as a condition of the approval.

## **Recognized Student Organizations**

In addition to any other requirements imposed upon Recognized Student Organizations under this policy, such entities must comply with [BUSA 1.03 Catering for Student Organizations](#).

**Addendum:** Aramark now has food trucks and they fall under the University contract. Outside food trucks will not be allowed if permission has not been granted from Jeff Perkins, COO USC and Aramark. Information about reserving one of Aramark's food trucks, Nacho Papi's and The Coop, can be found here:

[https://sc.edu/about/offices\\_and\\_divisions/dining\\_services/restaurants/index.php](https://sc.edu/about/offices_and_divisions/dining_services/restaurants/index.php)

## **Alcohol**

University Policy Statement: As an institution of higher education and in compliance with the Drug-Free Schools and Communities Act of 1989, the University of South Carolina Columbia places significant value on the concepts of healthy and responsible decision-making for all members of the community. The university supports enforcement of South Carolina's laws in regard to consumption, possession and sale of alcoholic beverages. This policy applies to every function or event, including, but not limited to, receptions, dinners, banquets and campus-wide activities sponsored by organizations or individuals associated with the University of South Carolina.

**Additional Darla Moore School of Business Requirements:** Sponsors for all Moore School events with or without students in attendance where alcohol is served are required to submit an [Alcohol Event Approval Form](#), whether on campus or at off-campus venues.

1. Faculty or staff sponsoring an event ("Sponsors") for any department, division, center or recognized student organization associated with the Moore School are responsible for compliance with the [University of South Carolina Alcohol Policy and Guidelines](#), as well as the Moore School requirements, including, but not limited to, completing the [Alcohol Event Approval Form](#) and the completion of any required [Alcohol Policy Workshop](#).
2. Sponsors may not designate compliance with the policy to another individual and the Director of Special Events is not responsible for policy compliance unless otherwise agreed to by that office and documented in writing.

3. Moore School faculty and staff should not use Business Partnership Foundation or Corporate Solutions purchasing cards for the purchase of alcoholic beverages. A properly licensed third-party vendor must be used.
4. Requests for reimbursement submitted to the Business Partnership Foundation or Corporate Solutions for expenses associated with the purchase of alcohol by a member of the Moore School's faculty or staff for an event must include a copy of the approved [Alcohol Event Approval Form](#) before the payment will be processed.
5. Faculty and staff should limit alcohol at events where students are in attendance to those where there is significant participation by faculty, staff, and/or members of the corporate community and where there is appropriate alignment to program goals and educational mission. Examples of this event type include, but are not limited to, receptions conducted in association with program orientations; receptions conducted with corporate supporters and/or trustee/advisory board members; and graduation receptions with broad participation by family members, faculty and staff.

**Scope:** This policy applies to all Moore School faculty, staff and students hosting on- or off-campus events, functions or activities including those that are held within the Darla Moore School of Business space or space leased by the Business Partnership Foundation, Corporate Solutions or the Daniel-Mickel Center for Executive Education.

This policy does not apply to catered events where the amount is less than \$500. In the case of such events, entities to which this policy applies are not required to provide the university's contractual caterer the right of first refusal.

**Related Policies:**

Event Notification Policy

Level 1 Classroom Policies and Procedures

Adapted 03/16/2016 Revised 8/21/2021; Edited 2/28/2022; Edited 9/29/22; Edited 1/9/23