



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

### **Purpose**

This policy sets 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](#).

### **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 (BUSA 1.00)**

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 the [Contractor's Catering Guide](#). If the department and the food service provider cannot agree to a schedule or menu, approval may be given by the by the Business Affairs Contract Management Office for an outside caterer to be used for an event.

Aramark's Food & Catering Policy link

<https://usc.catertrax.com/shoppolicies.asp?x=x&intOrderID=&intCustomerID=>

Exemption Request Link

[https://aramark.co1.qualtrics.com/jfe/form/SV\\_8GsXH3RMAH6JAhg](https://aramark.co1.qualtrics.com/jfe/form/SV_8GsXH3RMAH6JAhg)

### **Additional Requirements**

If the Business Affairs Contract Management Office approves 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 School along with proof of insurance required as a condition of the approval. For questions regarding exemptions contact Joe Fortune, in Business Affairs and Contract Services at [jfortune@email.sc.edu](mailto:jfortune@email.sc.edu).

### **Recognized Student Organizations**

In addition to any other requirements imposed upon Recognized Student Organizations under this policy, such entities must comply with <https://www.sc.edu/policies/ppm/bus103.pdf>.



# 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.

## Guidelines for Events Attended by Students

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](#) 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. Requests for reimbursement submitted to the University of South Carolina - 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 where students were in attendance must include a copy of the approved [Alcohol Event Approval Form](#).
4. Faculty and staff should limit requests for reimbursement for 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 type event 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. **Faculty and staff should not seek reimbursement for expenses associated with the purchase of alcohol for student-focused social activities from the Business Partnership Foundation or Corporate Solutions.**
5. Moore School faculty and staff should not use Business Partnership Foundation or Corporate Solutions purchasing cards for the purchase of alcoholic beverages for events where students are in attendance without an approved [Alcohol Event Approval Form](#).

# Guidelines for Events Without Students in Attendance

All departments, divisions and centers of the Moore School sponsoring events in spaces located on the third floor, south wing and second and fifth floor pavilions of the Moore School building must comply with the [University of South Carolina Alcohol Policy and Guidelines](#) and complete the [Alcohol Event Approval Form](#).

1. All departments, divisions and centers of the Moore School sponsoring events at venues not covered by the University of South Carolina Alcohol Policy [staf302.pdf \(sc.edu\)](#) shall ensure all expenditures for alcoholic beverages are reasonable and consistent with the program goals and mission of the department, division or center.
2. All departments, divisions and centers of the Moore School must use a properly licensed third-party vendor for the service of alcoholic beverages at any event without regard to its location.

## Scope:

1. This policy applies to all Moore School faculty, staff and students hosting events, functions or activities 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.
2. 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.

**Note:** Due to COVID-19, additional restrictions may be in place. Contact the Director of Special Events for more details at [events@moore.sc.edu](mailto:events@moore.sc.edu) before ordering food or catering for any in-person event.

## Related Policies:

Event Policy

Level I Policies