

FROM: H. Daniel Hungerford, CPA, CGMA, VP for Finance and Administration,
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TO: Faculty, Staff and Students
SUBJECT: Policies regarding catering and requests to serve alcohol
DATE: August 2023

Dear University Faculty, Staff, and Students,

We hope this message finds you well and ready to embrace another academic year of exciting events and gatherings on campus. As a friendly reminder, we would like to reinforce the university's catering policy, which plays a vital role in ensuring seamless coordination for events and maintains compliance with our regulations.

1. Exclusive On-Campus Dining Provider:

To ensure consistent quality and streamline operations, all food and beverage services on campus must be exclusively provided by our designated on-campus dining provider, Aramark. Aramark operates off of stringent standards and complies with health and safety regulations. External catering services are not permitted for on-campus events.

2. Exemptions for Academic Classes, Department Staff Functions, and Club Meetings:

For academic classes, department staff functions, and club meetings, certain exemptions are allowed. You may bring in your own pizza, coffee, breakfast, and sandwich items for these specific gatherings. All other catering will be exclusive to Aramark. Please ensure that proper cleanliness is maintained, and any waste is disposed of appropriately. We encourage organizers and attendees to contribute to keeping the venues clean and orderly. Any violation of this policy will result in the group no longer being able to bring in said items.

3. Advanced Notice for Catered Events:

To facilitate smooth planning and coordination, we kindly request that you provide advanced notice for all catering requests. Please submit the catering request form, available on the www.sbu.catertrax.com to the Campus Catering Office at least 10 business days prior to your event. At this time you will also need to make sure you have requested the appropriate venue and that the venue has been approved. All university venues must be scheduled through the 25Live room reservation system via my.sbu at least 10 business days prior to the event. For larger events, we ask that you plan at least 30 business days in advance. This allows our catering and events team to make necessary arrangements, accommodate dietary restrictions, and ensure a successful event.

4. Dietary Restrictions and Special Requests:

We are committed to accommodating diverse dietary restrictions and special requests. When submitting your catering request, please provide detailed information regarding specific dietary requirements or special requests. Our dining services team is well-equipped to handle various needs, including vegetarian, vegan, gluten-free options, lactose intolerance, and other dietary needs. The more information you provide, the better we can cater to your needs and preferences.

4. Alcoholic Beverages:

Please note that the consumption and provision of alcoholic beverages on campus are strictly regulated. Any event serving alcohol must comply with university policies and legal requirements. Organizers are responsible for obtaining the necessary permits and licenses to serve alcohol on campus.

- Dining Services must obtain an authorized permit from the New York State Liquor Authority (NYSLA.) University Dining Services are required by NYSLA law to purchase all alcoholic beverages from New York State licensed and approved providers.
- University Dining Services is not permitted to serve or sell any items that are not purchased from approved providers.
- The electronic Request to Serve form (found on my.sbu.) must be submitted with a catering menu no later than 30 business days prior to event date.
- A separate permit is required for each point of sale for each date. One point of sale is required for every, one hundred people. There will be separate fee for all points of sale and for all dates.
- No alcoholic beverages may be taken from the premises where said event is held.
- Food must be provided by applicant, meeting the minimum requirements by the NYSLA. For example: salads, sandwiches, finger foods. Pretzels and potato chips do not meet the minimum requirement for food.
- The cost to obtain a permit is \$200.
- There are a few fully licensed venues on campus, which in turn waive the need to file for a permit, those locations are: Doyle Conference Center and Courtyard, Rathskeller and Fairway View Pavilion. We highly encourage groups to confirm availability of these venues prior announcing dates for events.

6. University Resources and Support:

Our Campus Catering Office and Events and Conference Team is dedicated to providing guidance and support throughout the planning and execution of your catered events. Should you have any questions, concerns, or require assistance, please do not hesitate to reach out to any staff member on either team and they will be more than happy to assist you and ensure a seamless catering experience.

Thank you for your cooperation in adhering to the university's food and beverage policy. By following these guidelines, we can collectively ensure successful events and uphold the overall quality of catering services on our campus. Your commitment to this policy contributes to a positive experience for all members of our university community.

For any further questions, please contact:

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or

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