

Southwestern Oregon Community College

AP 3000 CATERING

Campus Dining Services and the Oregon Coast Culinary Institute (OCCI) provide and manage all food and beverage service programs including catering, special events and summer conference meal service on campus. Because of this, these departments have the first right of refusal for all catering events on campus.

In order to accommodate special circumstances, some flexibility is allowed to utilize other means for catering on a case-by-case basis. All events* seeking other catering avenues outside of the College must have prior approval from Dining Services and OCCI. Requests must be submitted in writing and any denials will be made within five college working days of request.

If an exception request is approved, the department/group is responsible for obtaining a caterer that meets the insurance, liability, contractual obligations of the College, or from an approved list of caterers from Facilities.

The vendor must be able to:

- Provide Vendor's Certificate of Liability Insurance for \$1,000,000 (\$2,000,000 if alcohol allowed) naming Southwestern Oregon Community College. Requirements can be found here: [Administrative Services Forms](#)
- Complete a contract with Southwestern Oregon Community College.
- Be self-sufficient.
- Identify itself as the company catering throughout the event.
- Additional College policies and regulations are applicable. Refer to [APP 10016](#) Liquor on Campus for requests to have alcohol service on the College campus.

All food, drinks, equipment, and /or decorations must be removed from the premises immediately after the event. Southwestern Oregon Community College is not responsible for any items left in the building before, during and after the date of the event.

Curry Campus works exclusively with local vendors for catering.

**Events- A college sponsored activity that is open to the campus and/or the general public. An outside organization hosting a meeting, event, or activity on the college campus.*

Adopted by Administration: December 14, 2022