

## Atwood Memorial Center Food and Beverage Policy

No food and beverage will be sold or served in Atwood Memorial Center (AMC) or on the adjacent malls, unless purchased through or prepared by, Sodexo Food Service, AMC Convenience Store and/or AMC. This is in accordance with Minnesota State Law, MnSCU, St Cloud State University policies and contracts.

Under special circumstances, the Director of Atwood may grant an exception as provided in certain contracts.

If an outside catering company is approved, the following items **must** be provided at least one week before the event:

- A. A copy of the catering company's license(s) and insurance policy, including Worker's Compensation, Automobile Liability and General Liability Insurance naming SCSU as an additional insured. \* The Atwood Director must receive a copy one week prior to the event.
- B. The sponsoring organization agrees to pay Atwood Memorial Center a fee of \$250. This payment will cover the cost of cleanup as well as use of catering serving equipment, if available.

Groups failing to comply with the Atwood food and beverage policy will be subject to payment of any costs incurred as a result of the event and the following sanctions:

- Receive a warning.
- A fine of up to \$500 based on the extent of the offense.
- The loss of the organization's ability to reserve space in Atwood

\*Contact Director of Conferences and Scheduling for detail list of requirements for off campus food vendors.