

**FACILITY POLICY**  
**V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Building Processes			NO. 3.4		
ISSUED February, 1988	REV. March 1995	REV. April 2003	REV. February 2007	REV.	REV.
POLICY Food Service Exclusivity			PAGE 1 OF 1		

**PURPOSE:** To allow Creighton University's food service purveyor to have exclusive control of all retail/catering operations in the Skutt Student Center.

**SOURCE:** Skutt Student Center Advisory Board and Administrative Contractual Agreement

**POLICY:** The Skutt Student Center contracts its food service through Sodexo Campus Services. All food and beverage consumed in the building must be purchased from Sodexo unless special arrangements are made through the Skutt Student Center director's office.

Any group determined to have brought food from outside the building into the facility will be charged a minimum fee of \$35.00. Fees will be assessed according to the severity of the violation. This policy was effective on May 15, 1995.

Food service prices will be adjusted to reflect the current cost of product and labor. The price structure for Sodexo will be tiered on a three-level basis depending on the origin of the group using the services. At no time will University Dining Services engage in a contract where a loss to the operation will occur.

An individual or group wishing to arrange for catering in the Skutt Student Center must contact both the Skutt Student Center Reservations/Event Planning office and the University Dining Service's office. A room reservation must be made by contacting the Skutt Student Center Reservations/Event Planning office before arranging catering. A room reservation acts as clearance for food events to take place.

Contracted food service areas to be maintained by University Food Service will be:

Catering  
 Jack & Ed's  
 Wareham Court

Hours of operation will be subject to review by the Skutt Student Center Advisory Board.

\_\_\_\_\_  
 Signature/Date  
 Student Center Advisory Board Member

\_\_\_\_\_  
 Signature/Date  
 Vice President for Student Services  
 or Designated Representative