

Siena College
Policy for
Student, Faculty and Staff Use of Off-Campus Caterers
For Siena-Sponsored Food Pick-Up or Delivery to Campus

Siena College contracts with AVI – Siena Fresh to provide all dining services on campus, including catering. Using one vendor for all dining services provides quality, convenience and value to students, faculty, staff and visitors to our campus

A most important component of providing dining and catering services through AVI is Siena’s responsibility and ability to monitor food safety and product quality for all dining experiences and events at which food is served on campus. Siena has in place processes that assure our community the food served by AVI is fresh, as well as stored, prepared, cooked, held and served in accordance with the highest industry-standard food safety regulations.

Siena recognizes specialty items are an integral part of events sponsored by Siena student organizations, and college departments and offices. We understand there are occasions when you might wish to use a caterer other than AVI (“Off-Campus Caterer”) to provide (either pick-up or delivery) food for your event. **To ensure the health and safety of our community, Siena maintains the same level of food safety oversight for Off-Campus Caterers as is required of AVI.**

To enable Siena to provide adequate oversight and proper safeguards for food you pick up from Off Campus Caterers and/or for food delivered to campus by Off-Campus Caterers, please read the following instructions and use the following process. Please be especially careful to adhere to the required timeline and to attach all required documentation. Please note that outside catering cannot be served in campus dining facilities.



INSTRUCTIONS AND WAIVER FORM FOLLOW

**Instructions for Permission
To Use an Off-Campus Caterer
For Siena-Sponsored
Food Pick-Up or Delivery to Campus**

AT LEAST 14 DAYS PRIOR TO YOUR EVENT

- 1) Contact Ashley O'Reilly, Siena Fresh Director of Catering, either by phone at 518-783-2934, or by email at aoreilly@siena.edu. Describe your plans for the event, including the date, place, menu, projected number of attendees and budget. You may also enter your menu and request a written price quote by going to www.sienafresh.catertrax.com.
- 2) AVI will provide a written price quote for the number of attendees, menu, and level of service of your choice. Level of Service includes such considerations as:
 - **Service type**, for example, pick-up, drop-off delivery, self-served buffet, etc.
 - **Service set up**, including serving dishes to maintain hot and cold temperatures
 - **Smallwares** such as tablecloths, napkins, plates, glassware, individual and serving utensils, cutlery and paper products.
- 3) If AVI waives the right to cater your event, and if after receiving AVI's price quote, you choose to pick-up food from an Off-Campus Caterer, or to have an Off-Campus Caterer deliver food to campus, AVI will provide you with an Off-Campus Caterer Waiver ("Waiver"), with Part 2 of the Waiver completed and signed by a representative of AVI.
- 4) You complete and sign Part 1 of the Waiver.
- 5) Ask the Off-Campus Caterer of your choice to complete Part 3 of the Waiver. The Off-Campus Caterer must attach the following documentation:
 - A. A written price quote, indicating menu, level of service and number of attendees
 - B. A copy of their current Albany County Food Service Permit

AT LEAST 10 DAYS PRIOR TO YOUR EVENT

- 6) Submit to Laura Zocco, Senior Director of Business Services and Procurement, the completed and signed Waiver. If you represent a student group, submit the Waiver to Ms. Zocco by using Siena Connect. Staff and faculty should submit the Waiver to Ms. Zocco by email at lzocco@siena.edu. Be sure you've completed and signed **Part 1**, and include:
 - A) **Part 2** signed by a representative of AVI, along with AVI's written price quote if AVI has provided one
 - B) **Part 3** completed by the Off-Campus Caterer, along with their:

1. Written price quote
2. Current Albany County Food Service Permit

Ms. Zocco will review your request and respond to you promptly. When Ms. Zocco approves the use of your Off-Campus Caterer, she will issue a fully signed Off-Campus Caterer Waiver to you.

It is your responsibility to provide all required documentation on behalf of the Off-Campus Caterer in accordance with the timeline above. The use of an Off-Campus Caterer will be approved only if you comply with the timeline and documentation requirements.

ADDITIONAL REQUIREMENTS AND CONSIDERATIONS:

- Siena contracts with Pepsi exclusively to provide beverages on campus. Be sure to inform your Off-Campus Caterer the only beverages able to be served on campus are Pepsi products. Exceptions to this policy include milk, hot coffee, and hot tea. A complete list of Pepsi products may be found at www.pepsicobeveragefacts.com.
- Please be aware other students, colleagues and/or guests attending your event may have food allergies. It is very important to take this into consideration when planning your menu. **It is your responsibility to post signs informing attendees of foods that contain major food allergens.**
- Please remember, for events at which you pick up food from an Off-Campus Caterer, or an Off-Campus Caterer delivers food, **it is your responsibility to ensure that perishable foods are held, handled, served and stored properly.** For your safety and well-being and that of your guests, please note:
 - **All foods must be consumed or removed within two hours of being completely prepared. This two hour window includes the time it takes you or the Off-Campus Caterer to transport the food to campus.** See the U.S. Food and Drug Administration website at www.fda.gov/Food/ResourcesForYou/Consumers/ucm328131.htm for food safety and safe food handling requirements.
 - For your safety and well-being and that of your guests, **do not allow left-over perishable food and drink to be taken from your event.**

This policy is related to permission to obtain the pick-up of food and delivery services from Off-Campus Caterers only. Please check with the various Siena departments regarding all college policies and procedures when hosting an event, conference or meeting at Siena, for items such as room reservations, table and chair set-up, and audio-visual needs.

CONTACT INFORMATION:

For all food-related questions and catering bookings, contact Siena Fresh Director of Catering, Ashley O'Reilly at either areilly@Siena.edu, or by telephone at 518-783, 2934.

For all questions about this policy, please contact Laura Zocco, Senior Director of Business Services and Procurement, at lzocco@siena.edu, or by telephone at 518-783-2478.

Off-Campus Caterer Waiver

PART 1: To Be Completed by Event/Group Organizer

Group Name _____

Group/Office Contact Names(s)	Email Address(es)	Phone Number(s)

Date/Time of Event _____ Food & Beverage Budget for Event _____

Number of Attendees _____ Name of Staff Liaison (for student groups) _____

Name of Proposed Off-Campus Caterer _____

Address of Proposed Off-Campus Caterer _____

I agree to abide by the Siena College Off-Campus Caterer policy, and understand it is my responsibility to ensure the Off-Campus Caterer adheres to the same policy. I have attached all required documentation to this application and I am submitting this application in a timely manner.

Signature of Event Contact _____

Date _____

PART 2: To Be Completed by AVI/Siena Fresh Catering:

_____ I have reviewed, provided and attached a written price quote for the above-referenced event.

_____ AVI/Siena Fresh waives its catering rights for this event.

AVI-Siena Fresh Signature _____ Date _____

PART 3: To be Completed by Off-Campus Caterer:

Off-Campus Caterer Name and Address: _____

Tax or Employer ID Number: _____

All statements below must be complied with and checked to receive approval of this Waiver.

_____ I have attached a written price quote including menu, level of service and number of attendees

_____ I will provide only Pepsi products for this event

_____ I have attached a current Albany County Department of Health Food Service Permit

Off-Campus Caterer

Authorized Signature _____ **Date** _____