



## ***Regent University Campus Catering Policy***

### **Overview**

Regent University proudly offers the Regent Ordinary [ordinary@regent.edu](mailto:ordinary@regent.edu) as our on-campus dining facility that is a food court style restaurant located in the Student Center. The menu includes an assortment of breakfast, lunch and dinner items. The Ordinary can meet office, reception or banquet-sized catering needs. For special event catering, food items may be ordered either from the [regular menu](#) or the [catering menu](#).

The Regent Ordinary has three meeting spaces capable of serving private functions:

Main Dining Room: 86 person capacity

The Fountain View Room: 40 person capacity

Balcony: 32 person capacity

Conference Rm. 118: 10 person capacity

While the primary focus is serving the Regent/CBN Community through direct service in the Ordinary, catering for approximately 150 people is available within the Regent/CBN complex, depending on the menu selected (e.g. buffet style functions are more manageable than plated meals and receptions may allow for a greater number of attendees than noted above).

Regent Ordinary catering for university funded events is tax-free and saves about 10.5% (Virginia: 5%, Virginia Beach: 5.5%) in taxes.

### **Eligibility**

Regent Ordinary dining services has the first right of refusal to cater any event held on campus and provides catering for the following functions:

- Activities of university-recognized student, faculty, and staff organizations\*
- Any university-sponsored functions (e.g. those charged to university budgeted accounts)

The person scheduling the event must complete a [Catering Request Form](#) at least **two** weeks prior to event date. This is the mechanism to initiate all on-campus special events requiring food services.

The person scheduling the event or their designee must be present at all times during the event and will be held responsible for the conduct of guests and for any damage to university property or extraordinary housekeeping charges.

**\*Student organizations that raise their own funds (e.g. student fees, fundraising, etc.) for their special events are not required to utilize our on-site facilities and may secure food services from outside caterers.**

## Authorization Required

Before submitting a Catering Request form your special event must be approved by the cost center manager or supervisor. The supervisor's approval will only be accepted if they are a university authorized signer for that specific cost center to be billed. If you are unclear as to who has signature authorization for your school or department you may contact your department head or our Accounts Payable (AP) office. AP maintains the list of authorized budget signers for the university. Regent Ordinary will **not** schedule any university events without prior approval.

## Advance Notice & Attendance Guarantee

The Regent Ordinary asks for your support in submitting catering request forms at least **two** weeks prior to the event date. An estimated number of guests is required at the time the catering request form is submitted for planning and budgeting purposes. A final count of guests is due within **five** days of the event. Billings are based on guarantee counts plus any additions.

## Payment

Catered functions for Regent University are non-taxable and can be handled through an interdepartmental funds transfer. All events charged to university accounts must include the correct budget cost center and authorized signature. When submitting your catering request form be sure to be as detailed as possible in your description of the guests in attendance and the purpose of the event. This will assist the Ordinary to help make your event a success and the business office in expediting the payment.

## Cancellations

The Regent Ordinary requires a minimum of 72 hours notice in the event of a cancellation. If cancellation is less than 72 hours the customer will be charged a 50% cancellation fee.

## Off-campus catering

The Regent Ordinary has limited ability to serve events outside the Ordinary and is unable to accommodate catered events that are hosted offsite or away from our University campus. For further instructions please see the **Outside Caterers** information below.

## Outside Caterers

In the event the Regent Ordinary or the Founders Inn\* are unable to accommodate your special event you may utilize the services of other outside caterers. **All outside catering services must be approved by the Purchasing department.** A minimum of **three** comparative (apples-to-apples comparison) quotes are required. A contract for services or a banquet order should be submitted to purchasing for review at least **two** weeks prior to the date of the event. Once approved, a current certificate of insurance (COI) must be on file in the Administrative Services/Purchasing office at least **one** week prior to the event date.

\***The Founders Inn and Spa**- The University-owned, Founders Inn and Spa, is located on Regent's campus. It is an upscale hotel and resort suitable for any of your school's or department's conference, banquet, or reception planning needs. If the Ordinary is not catering the event and the event is formal (plated food, sit down reception, banquet, etc.) then a quote from the Founders Inn Catering department is **required**. For further information, please access the Purchasing department's website at <http://www.regent.edu/admin/admsrv/purchasing/catering.cfm>.