UVM Student and Department Catering Process

The Campus Catering and Waiver Process is managed by Conference and Event Services. Please make note of the following information prior to placing your catering requests:

University Dining Services (Sodexo) is the exclusive catering service provider in the following locations at UVM:

- Patrick Gymnasium, Cat's Den, Gutterson Rink, Indoor Track, Multipurpose Facility, Turf Fields, and Soccer Field at Centennial
- Cyber Café in Bailey Howe Library (not the entire Library)
- Cook Commons in Billings Library
- Davis Center, all spaces
- The Atrium in Given Building
- Harris Millis Dining Hall
- Alice’s Café and the Marché at the Living Learning Center
- Redstone Unlimited Dining Hall and Market
- Waterman Café and Manor
- Northside Café in McAuley

University Dining Services is the exclusive catering service provider for the following events when held on campus:

- Admission Visitations
- Orientation Sessions
- Commencement Events
- Alumni Reunion Events
- Annual Staff Welcome Picnic
- December Graduation Reception
- Homecoming and Family Weekend Events
- Honors Day Receptions
- Mastering the Maze
- Summer conference dining in the dining halls
- All alcohol service on campus

The use of outside caterers in exclusive spaces or at exclusive events is prohibited.
Events that DO require a waiver:
- Using donated food for a specific event
- Fund raising and selling food for a group/cause
- Providing food (potluck) for a specific event that is open to non-members of a group or department
- Events using food trucks or other food vendors who are not approved caterers
- Concession requests

Events that DO NOT require a waiver:
- Events held off-campus (i.e. area hotels and event locations, UVM Colchester Offices, Fort Ethan Allen, off-campus Extension offices)
- Pizza (no limits)
- Departments and student groups requesting a potluck or BBQ event for their group that is only open to members of that group; (self-prepared items by the members of the group); using either UVM or non-UVM funds
- Trainings or meetings for students and staff that are only open to members of that group providing individually prepackaged snack items (chips, snack bars, bottled/canned beverages) purchased from a grocery store
  - Note: full meals need to use Sodexo or an approved caterer
- ALANA monthly breakfasts; using either UVM or non-UVM funds
- Hillel Friday night Shabbat Dinners held throughout the academic year
- Rescue Squad: Purchase of food from grocery stores for the squad members who are on duty (year around)

More information can be found online:

http://www.uvm.edu/~conf/?Page=catering.html

The complete list of approved caterers can be found online:

http://www.uvm.edu/conferences/?Page=approved-caterer-list.html

The catering waiver request can be found on the Virtual EMS event scheduling system:

http://www.uvm.edu/conferences/?Page=catering_waiver_request_form.html

Questions can be directed to:

Conference and Event Services
The Villa, 220 Colchester Avenue
(802) 656-5665
conferences@uvm.edu