FIN-007

# Locations Requiring Use of UVA Catering

**Effective Date** Monday, May 10, 2004

**Status** Final

**Last Revised** Tuesday, September 2, 2025

**Policy Type** University

**Contact Office** Dining Services

**Oversight Executive**
Senior Vice President for Operations

**Applies To** Academic Division, the Medical Center, and University-Associated Organizations.

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## Reason for Policy

Specifies the facilities where catering functions must be provided by University Catering Services. Describes the purpose and different uses for University Catering services.

## Definition of Terms

### Terms

**Description** There are no terms that require definition.

## Policy Statement

University Dining Services, through its Catering Department, has the capability and facilities for providing catering services to departments, faculty, staff, students, officially sponsored or recognized organizations, other state agencies in the local area, and non-state organizations or firms providing a benefit or service to the University (e.g., recruiters on Grounds). Catering service is available on and off Grounds.

Departments wishing to use University Catering may make arrangements directly without using Procurement Services' bid procedure.

University Catering service is the only caterer allowed to cater in the following locations:

- All Dining Services facilities
- The Rotunda

- Newcomb Hall Ballroom and Commonwealth Room
- Colonnade Hotel
- President’s Box at Scott Stadium
- John Paul Jones Arena
- Davenport Field Suites
- Forum at Observatory Hill Dining Hall
- Green Room at Runk Dining Hall

**Compliance with Policy:**
Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.

Direct questions about this policy to Dining Services.

**Procedures**

University Dining Services - Catering

**Related Information**

For more information on price lists, menus, etc., not covered in this policy, contact the University Catering Office, fourth floor Newcomb Hall, 924-7234.

See the Procurement Services website for information related to contracting with non-University caterers.

**Major Category** Finance and Business Operations

**Next Scheduled Review** Saturday, September 2, 2028

**Revision History**

Confirmed 9/2/25; Added Compliance section 7/19/21; Updated 4/7/11, 6/6/07.

**Supercedes Policy Text**

VII.F.1 Locations Requiring Use of UVa Catering.

**Approved By** Policy Review Committee

**Approved Date** Monday, May 10, 2004