



PROCEDURES

DIVISION IX College Plant and Property	REFERENCE NO. 09.01.00.01 (1)
CATEGORY 09.01.00 Use of College Facilities	DATE Adopted 11/14

09.01.00.01 Food Services Catering

Provisions for all food service must be coordinated through the Joliet Junior College Food Service Department by the requestor;

Joliet Junior College’s Food Services Department is the exclusive food provider for Joliet Junior College. Joliet Junior College holds the Food Service Operation License issued by the State of Illinois Department of Health. As a licensed food service operator, the College’s food service operations and facilities are regularly inspected and governed by the Will County Health Department. Internal and external customers must coordinate all food and beverage provisions with Joliet Junior College’s Food Services Department. JJC’s Food Service Department has the right of first refusal for all catering needs.

Definitions:

Catering Services

Joliet Junior College Food Services provides catering service for all campus events at the Main Campus, Romeoville Campus and the Weitendorf facility. This usually involves food that is purchased from and/or prepared in our licensed, commercial kitchen, and is either picked up by the customer or is delivered by Food Services to the event location.

Internal Customers

Internal groups and/or Joliet Junior College sponsored activities will be defined as Joliet Junior College offices, department, clubs and organizations operating within the budget of the institution. Internal groups are exempt from the facilities rental and labor charges.

External Customers

External customers are defined as those groups not included in the definition of Internal Customers.

Pot Luck / Carry-In Events

A Pot Luck / Carry-In event is any event where food is prepared and carried-in by individuals attending the event and not purchased through the use of College funds.



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Guidelines:

- If college funds are being utilized for the following activities, departments must seek approval at least fourteen (14) days in advance from the Food Services Manager utilizing the Catering Exemption Request form.
 - Procuring food and/or beverages from outside food providers and caterers.
 - Pot luck/ carry –in activities when utilizing the college’s multi-use facilities.
 - Food and beverages needed to supplement an activity.
- Donated food and/or beverages for an on-campus event. To insure proper food handling, the food and/or beverages must come from a licensed food provider.
- Pot lucks and carry-in activity within a department’s own space are permitted provided that the food/beverage items are not purchased utilizing college funds.
- In order to minimize Joliet Junior College’s risk, potlucks are not allowed on campus when external constituencies are involved.
- Food Services reserves the right to relocate catering events and to assign the space best suited for the function.
- Internal customers may contact the Catering Office for a catering quote. Catered events may include a delivery charge and/or a service charge.
- External customers should contact JJC’s Facilities Scheduler (815-280-2263) prior to contacting the Catering Office (815-280-2541).
- All events should be planned as soon as possible. Food Service requests that you contact the Catering Office at least five (5) business days before the event date.



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- A guaranteed count will be required at least three (3) business days prior to an event. The guaranteed count will be the number used for purchasing, staffing, and billing. The billing amount will reflect the guaranteed count or the actual guest count, whichever is greater.
- All changes and cancellations should be made within a reasonable time, and no later than three (3) business days prior to the event. Changes and cancellations less than three (3) prior business days may be charged for goods and services incurred.
- The customer is responsible for the prompt return of any catering service equipment that has been used for an event. The customer’s account will be charged for any equipment that is damaged or not returned.
- Menu pricing is subject to change without notice due to the possibility of market fluctuations.
- A 19% service charge will be applied for evening events occurring Monday thru Friday that require additional staff and for all weekend functions.
- Catered events may include a delivery charge and/or a service charge.
- Sales tax will be charged to all catered events where non-college funds are used to pay for the food services provided unless tax exempt status can be documented.
- For health and safety reasons, all left over food/beverage product is the property of Joliet Junior College’s Food Services Department and will be handled in accordance with the guidelines set forth by the Department of Health. Leftover food/beverage cannot be removed from the event site with the exception of cake, cookies, donuts/pastries and bottled beverages.
- If a Catering Exemption Request is approved for an outside caterer, the caterer must present copies of their food license, their most current Health Department Inspection report and a certificate of \$1 million liability coverage at least seven (7) days prior to the event.



FOOD SERVICES CATERING EXEMPTION REQUEST

Joliet Junior College’s Food Services Department is the exclusive food provider for events held at Joliet Junior College. Joliet Junior College holds the Food Service Operation License issued by the State of Illinois Department of Health. Internal and external customers must coordinate all food and beverage provisions with Joliet Junior College’s Food Services Department. JJC’s Food Service Department has the right of first refusal for all catering needs.

This request for an exemption to the college catering procedure must be submitted to the Food Services Manager a minimum of 14 days prior to the event date. Requests will be reviewed and returned. Please note that pricing is not the sole criteria for approving an exemption request. Requesting an exception is not a guarantee the exemption will be granted.

Today’s Date: _____ **Department/Organization:** _____

Event Date/Time: _____ **Contact Person:** _____

Event Name: _____ **Contact Phone/Fax:** _____

Event Location: _____ **Contact Email:** _____

Number of Attendees: _____ **Dean/Director Signature:** _____

Check the reason for submitting this exemption request:

- Procuring food and/or beverages from an outside food provider or caterer
- Pot luck/Carry-in activity utilizing one of the college’s multi-use facilities/areas
- Food and beverages needed to supplement an activity
- Donated food and/or beverages for an on-campus event from a licensed food provider

Justification for requesting an exemption:

Name of Outside Food Provider or Caterer: _____

Address and Phone Number: _____

If an exemption is granted, the contact person must submit copies of the caterer’s food license, most current health department inspection and certificate of \$1 million liability coverage to the Food Services Office seven (7) days prior to the event.

Exemption Approved

Exemption Denied/Reason:

Authorized Signature: _____ **Date:** _____

Food Services Department