

Food and Beverage Service Procedures Appendix

Procedures

As part of the University's Food and Beverage Policy, the following procedures govern the coordination of catering services for all university-sponsored events held on the UNO campus:

1. Coordination Responsibility

Event planners are expected to work directly and exclusively with the University's designated food and beverage provider(s) when arranging catering services.

Room reservation coordinators, schedulers, and related personnel are not responsible for facilitating or relaying catering plans on behalf of the event planner.

In the event of difficulty coordinating with the designated catering provider, planners may contact the Director of Auxiliary Services for assistance.

2. Exceptions to Designated Provider Requirement

Use of non-designated catering providers is not permitted unless an exception is formally approved in advance by the Director of Auxiliary Services.

Exceptions may be considered only in the following circumstances:

- [Educational or instructional setting](#) as part of a course curriculum.
- [Donated food or beverage items](#)
- [Catering capacity limitations](#)
- [Tabling fundraisers or giveaways coordinated by Recognized Student Organizations](#)

All exception requests must be submitted for review to the Director of Auxiliary Services, who will collaborate with the appropriate university leaders to determine whether the request is approved.

3. Timeline for Catering Coordination

Event planners are responsible for contacting the designated catering provider(s) at the earliest possible opportunity. Advanced planning is essential to ensure adequate service and menu availability.

Early outreach is especially important for events that include:

- Attendance of more than 50 guests
- Special or custom menu selections
- Elevated service formats, such as plated meals or multi-course dining experiences

Timely coordination ensures adequate preparation, staffing, and service quality. Planners should not assume standard service timelines will be sufficient for events of this nature.

Contracted Caterer Listing

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|---|--|--------------|--|
| UNO Dining Services & Catering provided by Sodexo | Nelson Garces | 402.554.6703 | Nelson.Garces2@sodexo.com |
| Scott Campus Catering | Robyn McGrath | 402.778.6317 | rmcgrath@scottcenter.com |
| Scott Conference Center Catering | Amanda Hooper | 402.778.6510 | ahooper@scottcenter.com |
| Catering Creations Thompson Alumni Center | Press Option #1 for new orders, #4 for existing orders. | 402.558.3202 | info@cateringcreations.com |
| Stedman's Café Mammel Hall | Catering Manager | N/A | stedmans@unomaha.edu |
| Savor... Omaha Baxter Arena & Maverick Park | Michael Smith | 402.554.6211 | mikesmith@baxterarena.com |

Catering services refer to the preparation, delivery, setup, and service of food and beverages for an event by an approved provider. This includes menu planning, food preparation in a licensed commercial kitchen, provision of necessary service equipment, and compliance with health and safety regulations.

Catering services must be directly provided by the on-campus dining unit or a contracted caterer and cannot function as a pass-through for off-campus restaurants or third-party food vendors that are not authorized under the university's food service agreements.

Additional Guidance from Contracted Caterers

[UNO Dining Services & Catering provided by Sodexo](#)

Catering orders should be placed as soon as event space has been reserved and more than 10 days before an event, with the option of updating final numbers five (5) days in advance.

To place a catering order go to the online platform, unomaha.catertrax.com to view menus, set up an account and order on-line.

If an order needs to be placed within 10 days of an event, reach out directly to UNO Catering via email or phone to check availability and options. There is no guarantee that UNO Catering will be able to provide food and beverage service in these situations. If they cannot provide services due to notice requirements, the event may have to occur without food and beverage.

Scott Campus Catering & Scott Conference Center

Catering orders should be placed as soon as event space has been reserved and not less than 14 days prior to the event's start date, with the option to update final numbers seven (7) days prior to the event's start date. No changes or modifications can be made less than three (3) business days prior to the event.

To place a catering order please go to [Scott Campus » Catering Services](#) or email Robyn McGrath at rmcgrath@scottcenter.com.

If an order needs to be placed for an event that is less than 14 days away, contact Scott Campus Catering or Scott Conference Center Catering directly via email or phone for availability and options.

There is no guarantee that they will be able to provide food and beverage service in these situations. If they cannot provide services due to notice requirements, the event may have to occur without food and beverage.

Catering Creations – Thompson Alumni Center

Catering Creations requires a preliminary guarantee of guest count 10 days prior to an event. A final guaranteed guest count (not subject to reduction after given) must be received no later than seven (7) days prior to an event. Guaranteed guest counts may not be reduced during the 10 days prior to a function.

No outside food or beverages are allowed. No food, beverage, or alcoholic beverage products may be brought into Thompson Alumni Center by patrons or clients attending an event or meeting as all food and beverages consumed in The Thompson Alumni Center are provided by Catering Creations.

If you have any questions regarding menus or policies, please call Catering Creations at 402.558.3202 or info@cateringcreations.com. For other event questions at the Thompson Alumni Center, contact the Facility Director at 402.554.2444.

Stedman's Café – Mammel Hall

For inquiries about Stedman's Café offerings, including coffee bars and light food options, please email stedmans@unomaha.edu at least three (3) weeks in advance, as final orders must be submitted two weeks before the event.

Event orders must be placed at least two (2) weeks in advance and submitted using the Microsoft [order form](#) for a streamlined process. After submission, an initial confirmation will be sent; however, this is not the final price. Once the order has been successfully delivered, the Catering Manager will provide the event planner with a final invoice from Stedman's Catering Manager, including any applicable service fees.

For more information about Stedman's Café ordering process, please email stedmans@unomaha.edu.

SAVOR... Omaha - Baxter Arena & Maverick Park

SAVOR... Omaha is the exclusive food and beverage service provider for all events at Baxter Arena and Maverick Park. With a diverse selection of services, SAVOR... Omaha customizes offerings to meet the specific needs of each event, taking into account the audience and event requirements.

Please note that outside food or beverages are not allowed. All food, drinks, and alcoholic beverages must be provided by SAVOR... Omaha for events at Baxter Arena and Maverick Park, ensuring a consistent experience for every guest.

- Food and Beverage orders must be submitted 20 days prior to the event.
- Final Food and Beverage counts must be submitted 10 days prior to the event.

For questions regarding menus or policies, please reach out to the Sr. Associate AD / General Manager at mikesmith@baxterarena.com or call 402.554.6211.

Definition of Food for Food and Beverage Policy

For the purposes of this policy, food is defined as any prepared or packaged item intended for consumption, including:

- Meals – Full entrées or combination dishes typically served during breakfast, lunch, or dinner.
- Snacks – Light, ready-to-eat items such as chips, granola bars, trail mix, or crackers.
- Appetizers – Small, bite-sized portions of food served before or alongside a main meal.
- Baked Items – Goods such as bread, muffins, cookies, pastries, and non-dairy-based pies.
- Desserts – Sweet items such as cakes, brownies, and ice cream.

This definition does not include individually packaged candy items. Candy, such as chocolate bars, hard candies, or gummy candies, is considered a separate category and is not classified as food under this policy.

Definition of Beverages for Food and Beverage Policy

Coca-Cola is the official soft drink of the University of Nebraska at Omaha. Beverages served at **university-sponsored** events on campus must be products distributed by the Coca-Cola Company.

Examples of **university-sponsored** events include, but are not limited to:

Chancellor-Sponsored or All-Campus Events

- Commencement & Hooding Ceremonies
- Annual Faculty/Staff Service Award Programs

Vice Chancellor-Sponsored Events

- Chairs Workshop
- Annual events for new and retired faculty
- Research Compliance Trainings
- Faculty Research Development

College/Department-Sponsored Events

- UNO sponsored community visits or programs
- Recruiting new faculty/staff members meals/receptions
- Visiting faculty, guest speakers and/or consultants' meals/receptions
- Faculty/Staff retreats/training sessions with external presenter(s) and agenda
- Advisory Board meetings (composed of all or in-part of external members)
- Student orientation or other student recognition events
- Site/Accreditation visits
- Student organization meals/receptions
- Meals/receptions with students
- New Faculty Orientation
- Promotion & Tenure receptions

The following beverages are **allowable for service through on-campus catering and retail operations at university-sponsored and non-sponsored events** as they are not subject to the provisions of the Coca-Cola Beverage Rights Licensing Agreement:

- Tap water and water contained in water-cooler sized bottles.
- Hot drinks intended to be served hot and not dispensed in bottles, cans, or through vending machines (e.g.: coffee, tea, hot chocolate, cider, mocha, cappuccino, espresso, and chai)
- Coffee made in multi-cup coffee makers on premises from roasted coffee beans for immediate consumption
- Fresh milk (either soy or dairy)
- Milk or soy-based dietary supplement drinks
- Fresh squeezed fruit (including lemonade) or vegetable juice
- Fruit (including lemonade) or vegetable juice derived from frozen concentrate
- Fresh fruit, fresh vegetables, or fresh protein shakes or smoothies
- Beverages in containers brought to offices, classrooms, or living quarters for personal consumption and not for resale

Alcohol Service

The consumption of alcohol on campus is authorized and governed by the Board of Regent policy and the Nebraska Liquor Control Act. See [Serving Alcohol Beverages Policy](#) for further guidance.

If alcohol service is planned for an event, there are two mandatory steps that must be completed to receive approval for alcohol service on campus. These two steps may be completed concurrently; however, both must be finalized more than three (3) weeks before the event date. There are no exceptions to this deadline.

Step 1: Coordinate with the approved on-campus catering provider.

All alcohol service must be managed by the appropriate on-campus licensed provider in compliance with university policies and state regulations. The designated catering provider is responsible for obtaining a one-day liquor license from the Nebraska Liquor Control Commission. Under state law, the liquor license application must be submitted to the Commission **at least three (3) weeks prior to the event**. This is a firm, state-mandated deadline and cannot be waived.

Step 2: Submit the University's Alcohol Service Request Form.

In addition to coordinating with the on-campus catering provider, the event organizer must complete and submit the university's [Alcohol Service Request Form](#). This form provides critical event details, identifies responsible parties, and outlines compliance measures. It must also be submitted **no later than three weeks before the event** to allow sufficient time for university review and approval.

Please note: Approval of alcohol service is not automatic. All requests are subject to review by the appropriate university officials, and failure to complete both steps by the required deadline will result in the denial of alcohol service at the event.

This process does not apply to events held at the Thompson Alumni Center, Scott Conference Center, or Baxter Arena. Please contact these facilities directly to follow their specific policies and procedures.

Request Approval for a Food and Beverage Policy Exception

To be considered for approval, an [Application for Exception to the UNO Food and Beverage Service Policy](#) must meet the following criteria:

1. Timely Submission

The request must be submitted more than 10 business days prior to the scheduled event.

2. Acceptable Reasons for Request

Exception requests may be considered for approval under the following circumstances:

- a. The food or beverage is being used as part of an educational or instructional setting within a course curriculum.
- b. A food and beverage donation are being provided by a licensed retail food provider.*
- c. A food truck is being requested for the event.*
- d. UNO's exclusive catering partners are unable to meet the event's capacity requirements.*
- e. Tabling events hosted by Recognized Student Organizations that involve fundraising or giveaways (i.e., commercially packaged grab-and-go snacks, baked goods, and packaged beverages)*
- f. Other – please provide a detailed explanation

**See below for further guidance.*

3. Health Department Licensing

Provide documentation regarding the food providers current food service operational license from the Douglas County Health Department

4. Food Safety Training

A copy of a valid ServSafe certificate or equivalent food safety training document must be submitted.

5. Insurance Requirements

A Certificate of insurance must be provided showing:

- General liability insurance of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.
- "The Board of Regents of the University of Nebraska" listed as an additional insured.

The certificate must be received no later than 10 business days before the event. Failure to meet this deadline may result in the cancellation of your reservation.

Educational or Instructional Settings

An exception to the food policy may be granted for educational or instructional purposes as part of a course curriculum. For example, a culinary arts class using an on-campus culinary classroom or lab may receive food donations or bring in food from an external provider for instructional demonstrations, student-led preparation exercises, or tasting events that align with the course objectives.

Faculty or staff requesting this exception must provide a detailed course-related justification and submit an [Application for Exception to UNO Food and Beverage Service Policy Request Form](#) at least 10 business days in advance for review and approval by the Director of Auxiliary Services.

Food and/or Beverage Donations from Retail Food Provider:

Event sponsorships involving 100% donated food and beverages from an external restaurant, caterer, grocery store, or food distributor are permitted under the university food policy. The donating provider must meet all State of Nebraska regulations, applicable health inspections, and maintain liability insurance with coverage of at least \$1 million per occurrence and \$3 million general aggregate. Additionally, the beverages that are donated must be distributed by the Coca-Cola Company.

To ensure food safety and compliance:

- The restaurant must provide a detailed list of all food items.
- Once the food has been delivered or picked up, the event planner assumes responsibility for maintaining proper food safety standards throughout the event.
- All donated food must be served within two hours of its initial cooking at the restaurant or retail establishment.

For contract compliance, the donating business must provide a formal donation letter on its letterhead, including:

- Event name, date, and location
- A description of the donated items and their quantity

This letter, along with a completed [Application for Exception to UNO Food and Beverage Service Policy Request Form](#), and all required documentation, must be submitted to the Director of Auxiliary Services for approval at least 10 business days prior to the event. Late submissions may result in the request being denied.

Food Trucks

Food truck vendors are currently prohibited from operating on the university campus, except when specifically requested by the university under limited circumstances.

At this time, food truck vendors are only permitted on campus for a select number of campus-wide student events facilitated by the Office of Spirit, Tradition, and Signature Events, for housing-sponsored events coordinated by UNO Housing and Residence Life and Scott Housing (exclusively for residents and their families), or for approved events at Baxter Arena.

Looking ahead, the university may introduce limited additional campus opportunities for food trucks during the 2025-26 academic year. However, these opportunities will be carefully managed and guided by the criteria outlined in this appendix to ensure alignment with campus policies and operational needs.

Exclusive Contracted Caterer Capacity Issues

On occasion, it may not be possible for a university contracted caterer to provide service due to prior catering commitments. These circumstances should be rare, and when exist, alternate dates or service format should be considered. The contracted provider will discuss options with the event or meeting coordinator.

If an alternative solution is not available, the caterer will notify both the event planner and the Director of Auxiliary Services in writing. Upon receiving this notification, the event planner may discuss potential alternative solutions with the Director of Auxiliary Services. If no suitable alternative can be identified, the

use of a third-party caterer may be permitted. The event coordinator will be asked to complete the application for exception, provide required documentation listed on the application, and submit the form to the Director of Auxiliary Services for approval.

Additional Procedures Specific to Recognized Student Organizations (RSOs)

Only the events and activities of university's Recognized Student Organizations (RSOs) classified as raising funds through tabling are permitted to sell and/or advertise the sale of food at the university. No student, faculty, staff, or campus visitor may sell food products for personal profit or the profit of another individual or business.

Prior to all tabling events, the event and its respective location(s) must be submitted and approved through the Office of Student Leadership and Involvement for RSOs. The RSOs must also have confirmed event reservations from the facilities where the events will occur. University organization representatives must be present throughout the entire event and are responsible for the clean-up and removal of all items besides those provided through facility.

The university permits the sale and/or distribution of prepared food by UNO RSO's under one of the following scenarios:

1. Food prepared by the On-Campus Dining Services Providers:

The university is contracted with Dining Services Providers to provide exclusive food service and catering on campus. The Dining Services Providers will follow all applicable food preparation and safety standards and the RSOs will continue to follow these standards throughout the duration of their events.

2. Food and Beverage Donations from Retail Food Provider:

Event sponsorships involving 100% donated food and beverages from an external restaurant, caterer, grocery store, or food distributor are permitted under the university food policy. The donating provider must meet all State of Nebraska regulations, applicable health inspections, and maintain liability insurance with coverage of at least \$1 million dollars per occurrence and \$3 million dollars general aggregate. Additionally, the beverages that are donated must be distributed by the Coca-Cola Company.

To ensure food safety and compliance:

- The restaurant must provide a detailed list of all food items upon delivery or pickup to the RSO.
- Once the food has been delivered or picked up, the RSO event planner assumes responsibility for maintaining proper food safety standards throughout the event.
- All donated food must be served within two hours of its initial cooking at the restaurant or retail establishment.

For contract compliance, the donating business must provide a formal donation letter on its letterhead, including:

- Event name, date, and location
- A description of the donated items and their quantity

This letter, along with a completed [Application for Exception to UNO Food and Beverage Service Policy Request Form](#) and all required documentation, must be submitted to the Director of

Auxiliary Services for approval at least 10 business days prior to the event. Late submissions may result in the request being denied.

3. Grab-and-Go Snacks, Baked Goods, and Packaged Beverages:

The sale of commercially packaged grab-and-go snacks, baked goods, and packaged beverages, including coffee, tea and hot chocolate, may be held on the UNO campus by RSOs to raise funds through tabling in support of organizational activities.

The following guidelines apply:

- A. These fundraisers are defined as and limited to events at which commercially prepared grab-and-go snacks, baked goods, and packaged beverages (including coffee, tea, and hot chocolate) are sold.
- B. A tabling event is a small-scale, stand-alone activity where an organization sets up a designated table in an approved location to engage with the campus community. These events are intended for limited distribution and sales of approved items and do not involve formal programming, presentations, or extended event setups.

Tabling events must not take place in event spaces, such as meeting rooms, and cannot be incorporated into a larger event hosted by the RSO or used as a substitute for utilizing on-campus food and beverage services.

- C. An approval for the event needs to be given by the Office of Student Leadership and Involvement. Raising funds through tabling must be held in the approved location and for the time period specified. Organizational representatives must be present throughout the activity and are responsible for set up, clean up and removal of food and beverage items, and signage.
- D. Any intent to hold a tabling fundraiser involving the distribution of food or beverages must be approved by submitting an [Application for Exception to UNO Food and Beverage Service Policy Request Form](#) and approved by the Director of Auxiliary Services. This request must be submitted at least 10 business days before an event.
- E. Sales of homemade food will not be allowed.

RSOs wanting to hold a tabling fundraiser with grab-and-go snacks, baked goods, and packaged beverages, must use commercially produced items or coordinate with UNO Dining Services or a retail food vendor to provide the approved food products (See Item F. for more details).

- F. The organization must abide by the following food preparation & labeling guidelines:
 - All food must be individually wrapped and labeled as to product identification and price. An exception is allowed for baked goods that can be served using appropriate serving utensils, such as tongs. Examples include a box of a dozen donuts or cookies, which may be presented in a covered container and served in a sanitary manner.
 - Items must be displayed and stored off the floor/ground and must be covered at all times.
 - Food must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed.
 - Allowable items include:
 - Commercially packaged grab-and-go snacks, such as popcorn and chips (individually bagged).

- Baked goods – rolls, breads, cookies, brownies, cupcakes, pies (non-dairy base filling), granola product, etc.
 - Canned soda/pop must be products distributed by Coca-Cola Company. This includes bottled water.
 - Coffee, tea, and hot chocolate must be brewed by a local retail provider or an on-campus catering service provider and stored in a container provided by the same provider. Beverages must be served in disposable cups with lids.
 - Hot or cold water contained in water-cooler multi-cup sized container may be provided by an on-campus dining services provider for a small fee (availability is limited).
 - Items not allowable:
 - Dairy based baked goods containing custard, creams, meringues, or cheesecakes are not allowed.
 - Homemade beverages or unsealed drink containers.
 - Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour, or artificial sweeteners should be clearly marked on products.
 - Inclusion of spoiled food products, materials not for human consumption or where intent is to cause bodily harm to the consumer are expressly prohibited. Inclusion of such materials may result in disciplinary action and/or termination of bake sale privileges.
 - It is recommended that two organizational representatives be present throughout the fundraiser or tabling event: one to handle money & one to handle food items.
- G. The Food Allergen Labeling and Consumer Protection Act requires that food labels must clearly identify the food source names of any ingredients that are one of the major food allergens or contain any protein derived from a major food allergen. The eight foods identified by law are: milk, eggs, fish (e.g., bass, flounder, cod), crustacean shellfish (e.g., crab, lobster, shrimp), tree nuts (e.g., almonds, walnuts, pecans), peanuts, wheat and soybeans. These items should be clearly marked on products.

Recognized Student Organization (RSO) Food and Beverage Distribution Guidelines

All food and beverage items distributed by RSOs must be clearly labeled to identify the contents. Individuals handling food and beverages on behalf of the organization must take appropriate precautions, including sanitizing hands beforehand, and should be designated solely for food handling to maintain proper hygiene standards.

Failure to comply with the guidelines outlined in this policy may result in the immediate cancellation of the event. Additionally, fundraising activities may be cancelled if they are found to conflict with existing university vendors or catering contracts.

RSOs are permitted to distribute free food such as grab-and-go snacks, baked goods, and beverages during tabling events, provided they follow the conditions outlined in the Appendix under Additional Procedures Specific to Recognized Student Organizations. Tabling events are defined as small, stand-alone activities held at approved locations, where student organizations interact with the campus community through the distribution or sale of approved items. These events are limited in scale and do not include formal programming, presentations, or extensive event setups.

Tabling activities by RSOs must **not** be held in event spaces such as meeting rooms and cannot be incorporated into larger events hosted by the organization. They also may not be used as a substitute for utilizing the university's official food and beverage service providers.

If any food or beverage is being distributed at a tabling event, whether for fundraising, promotional purposes, or awareness campaigns—the RSO is required to submit an [Application for Exception to the UNO Food and Beverage Service Policy](#). This process ensures that all tabling activities involving food or drinks comply with university policies and campus food safety standards, regardless of the event's purpose.