



### **3.0 Meal Credits**

During the academic year, meal plan credits of \$3.00 for breakfast and \$6.00 for brunch, lunch and dinner per student may be applicable to offset the price of a catered event. This request must be authorized by the General Manager of Dining at Hogan who can be reached at (508)793-3698. If authorized, a list of the student names and ID numbers must be submitted to the Meal Plan Office in Kimball Dining Hall, room 129, seven days prior to the event.

### **4.0 Equipment Rentals**

For equipment rentals, Holy Cross Dining suggests a local rental company such as Too

signs up for the event and eats at Kimball in the same meal period, the organization may be charged for the additional meal. Meal Exchanges are available as follows:

Residence Hall Events 2 per semester  
Residence Hall Floor Continental Breakfasts-2 per semester  
Residence Hall Floor Dinner Events-1 per semester

Student Organizations which are recognized and supervised by Student Programs and Involvement may also request a Meal Exchange from Holy Cross Dining. Event organizers should determine those individuals who **will** participate in the event and event. Registered student organizations are eligible for 1 Meal Exchange per semester.

### **1.3** *Pick Ups*

Pick up orders can be placed by contacting the Kimball Dining Office at (508) 793-2401 within 5 business days notice. Orders can be picked up at Kimball Hall, in room 104 or in the Kimball storeroom, between the hours of 8:00am and 4:00pm, Monday-Friday. For pick-ups outside of these hours and on weekends, prior arrangements should be made to meet with the manager on duty.

### **1.4** *Boxed Meals/Meal Request Forms*

student organizations requesting a boxed meal must get a Meal Exchange Request Form from an administrator, advisor, or coach stating the reason for the scheduled conflict. Students with off campus jobs can utilize this service as well by providing a work schedule. All students requesting a boxed meal must contact Health Services. The

All requisition payment forms must be mailed to PO Box F/Attention Cathy and received at least 5 business days prior to the event.

### **1.6 Cancellations**

If for any reason a function must be cancelled, Kimball Dining needs 24 hours notice. If food has been ordered and prepared, there may be a cancellation charge.

### **1.7 Clean Up**

Please make arrangements to schedule your own crew to clean up food ordered through Kimball.

### **1.8 Billing Cycle**

Upon fulfillment or completion of an event, the client will be mailed an invoice for their records.

## **2.0 Organizational Ordering Procedures for Crusader (Hogan) Catering**

The following procedures must be followed by student organizations when ordering food from Crusader Catering:

### **2.1 Planning Your Event**

When you are ready to make reservations for an event, a request must be made through the Student Programs and ~~lan~~(e)-3(n)6(t)-123(P)7(rog)5(ram)-7(s)-12tud3.23 Tm5( )/F1 12

## 2.4 Payment with Requisition Payment Forms

Payment for purchases of food through Hogan catering must be made by using a [requisition payment form](#).

When filling out requisition payment forms the following information needs to be included:

- Name of Group
- Full Group Chart String
- Authorized Group Signatures (Treasurer, Co-Chair and SPI authorized representative)
- Date, Time and Location of Event
- Pick Up or Delivery Time
- Desired Menu
- Number of People Attending Event

All requisition payment forms must be mailed to PO Box 28A/Attention Kate and received at least 5 business days prior to the event.

## 2.5 Billing Cycle

Upon fulfillment or completion of an event, the client will be mailed an invoice for their records.

## 2.6 Cancellations

If for any reason a function must be cancelled, Hogan Dining needs 24 hours notice. If food has been ordered and prepared, there may be a cancellation charge.

### Forms:

Title <a href="#">Requisition Payment Form</a>
Title

### Related Information:

Title Catering Guide Student Groups
Title

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Policy # 320100-004  
Date of Last Review Apr-28-2010