

Food Service Catering Procedures

1. All catering requests must have a room request filled out and approved (this includes all rooms at WDT even if the event is held in your classroom).
2. WDT will provide one contact for all Food Service requests, including use of kitchen and equipment, catering, & lunch coupons for guests. The designated contact is Carol Jones, Food Service Manager who can be contacted in the following ways. E-mail carol.jones@wdt.edu , # 431-3209, or her office in the Rushmore building Distribution Center.
3. Lunch coupons for guests dining at The Beanery and charged to your department are also available from Carol Jones. You will need to request them in advance and include department and account numbers. Requests can be made by E-mail or contacting Carol Jones.
4. Based on WDT's contract with The Beanery, they will retain first right of refusal for all catering at WDT. What this means is the Food Service Manager will submit your request for catering to The Beanery. They will either refuse or return their proposal for you. If it is an event that they cannot accommodate your Club/Organization can find alternate catering. Pizza orders for meetings and events will be exempt from this process.
5. WDT Food Services Manager must be notified at least 7 days prior to the event. Notification must include the Beanery Catering request form along with a copy of your [Room Request](#). You may [print out and submit the form from here](#) or submit the form online [here](#). (www.wdt.edu ~ Current Students ~ Campus Life ~ scroll down to "Helpful Student Organization Links")
6. Requestor must notify Food Service of the final number of attendees at least **THREE (3) FULL WORKING DAYS PRIOR** to the scheduled event.
7. Requestor will be billed for confirmed number of attendees.
8. In the event the number served exceeds the number confirmed, requestor will be billed for the actual number served.
9. If the event is cancelled less than three working days prior to the scheduled date, requestor will be billed for the confirmed number of attendees.
10. No outside food or drink may be brought into the facility except by express written permission.