

ADMINISTRATIVE DIVISION	Division of Administration and Finance
POLICY NUMBER	BUSA 1.00
POLICY TITLE	University Dining Services
SCOPE OF POLICY	USC System
DATE OF REVISION	December 18, 2025
RESPONSIBLE OFFICER	Executive Vice President of Administration and Finance and Chief Financial Officer
ADMINISTRATIVE OFFICE	Business Affairs

PURPOSE

This policy establishes the framework for dining and catering services at the University of South Carolina. Its purpose is to ensure that dining operations across all USC institutions are managed through approved contracts, consistent with university and state procurement requirements, while supporting the health, safety, and welfare of the university community.

DEFINITIONS

Food Services Provider: The company or contractor selected through a formal procurement process to provide dining and catering services at a USC institution.

Official University Event: Any meeting, function, or activity that is sponsored, organized, or otherwise supported by a USC department, division, or registered student organization.

Exception: Written approval granted by the responsible institution authority allowing the use of an outside food provider in circumstances defined by institution procedures.

Student Organization: a student group that maintains active status on the University of South Carolina institution, has fulfilled all responsibilities of a student organization and represents a group of students, both undergraduate and graduate, who desire to come together to support a particular view, explore common interests or accomplish identified tasks. Student organizations must be student-initiated and student-led.

POLICY STATEMENT

Each USC institution must provide dining services through a contracted dining services provider. These providers hold the exclusive right to furnish dining and catering services at their respective institutions, unless an approved exception is granted in accordance with university procedures. All university departments, divisions, employees, and recognized student organizations must comply with their institution’s dining services contract when arranging for meals, catering, or food service at official university events.

Any individual or organization renting or leasing University facilities for an event at which food is served must use the contracted food service provider of that institution, unless an approved exception is granted in accordance with university procedures.

This policy applies to all institutions of the University of South Carolina System.

PROCEDURES

Detailed procedures for departments, divisions, and student organizations—including how to order services, request exceptions, or coordinate catering—are maintained by each institution’s Dining Services office.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[BUSA 1.03 Catering for Student Organizations](#)

[STAF 3.02 Alcohol Policy and Guidelines for the University Community](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 1, 2006	New policy approval.
March 26, 2015	Policy content, organization, and accuracy reviewed in January 2015; no substantive revisions required.
December 18, 2025	Updated to systemwide format and revised.