Summer Camp and Conference Dining Guidelines

Camp and Conference Dining Expectations

- All food and beverage service on campus must be provided by our contracted university food service vendor.

- All camp and conference programs residing in university residence facilities are required to participate fully in the meal service program provided by our contracted vendor for the duration of their stay. Nonresidential programs are also welcome to utilize dining services.

Conference Meal Plan

- The Conference Meal Plan applies only to groups staying in a university residence hall and utilizing at least three (3) consecutive meals for all members of their group.

- All participants on the Conference Meal Plan will be issued an electronically encoded meal card. This meal card is required to gain admission into the dining room for each meal. The electronic meal cards are issued to specific individuals and are not transferable to others. Each meal card is encoded to allow only one meal pass per meal period.

- The group is financially responsible for all charges on unreported meal cards.

- Meal cards must be returned at check-out or will be assumed to be lost and assessed a $2.00 replacement fee.

A la carte Meal Tickets

- A la carte meal tickets are available for commuter/non-residential participants, staff or guests. A la carte meal tickets will be invoiced to the group, not to individuals.

- The program director will receive a block of a la carte tickets. It is the program director’s responsibility to allocate the tickets to participants. Each participant must write their name on their ticket(s) for documentation purposes.

- If a group is participating in the Conference Meal Plan and requests a la carte tickets for nonresidential participants, staff or guests, the group will only be invoiced for the actual number of a la carte tickets used.

Revised April 22, 2015
• If a group is not participating in the Conference Meal Plan, they will receive a la carte meal tickets and charged the a la carte rates. A guaranteed meal count must be submitted no later than seven (7) days prior to the camp or conference start date. The group will be charged for the guaranteed number, or the actual number of tickets used, whichever is higher.

**Summer Hours of Operation**

The following hours of operation apply when dining room attendance is projected at **100 or more people**:

- Breakfast 7:30 AM - 8:30 AM
- Lunch 11:30 AM - 12:30 PM
- Dinner 4:30 PM – 5:45 PM

The following hours of operation apply when dining room attendance is projected at **less than 100 people**:

- Breakfast 7:30 AM – 8:00 AM
- Lunch 12:00 – 12:30 PM
- Dinner 5:00 – 5:30 PM

For larger groups, meal times may be negotiated with Dining Services.

**Riverside Commons**

- Meal service is generally provided in Riverside Commons; however, other venues may be used based upon attendance for a particular meal.

- Individuals without a la carte meal tickets or electronic meal cards will be required to pay cash prior to being admitted into the dining room.

- Menu variety will depend up on the total dining room attendance.

- In addition to the regular entrees, lunch and dinner will include a salad bar and dessert bar. All meals include vegetarian options.

- Special dietary needs, including food allergies, must be communicated to the Conference and Event Services Office 14 days prior to the camp or conference check in to ensure appropriate accommodations.

Revised April 22, 2015
Guests are asked not to move the furniture in the dining room.

Guests must take all dishes to the dish return line upon completion of their meal. Food, beverages, and/or dishes are not permitted to be carried out of the dining room.

Appropriate apparel is required within the dining room. Shoes are required. Clothing must be worn over sports bras and swimsuits. No balls or bags are permitted in the dining room. Personal drink bottles are prohibited.

Common courtesy and respect is expected of all participants. Those failing to meet minimum standards of behavior will be asked to leave.

Chaperones/staff are required to be in the dining room actively supervising whenever participants are present.

In the event of a fire alarm, severe weather, or other emergency, the Dining Services staff will direct guests to the proper locations. It is the responsibility of all guests to immediately comply with all requests in a supportive manner.

The group must follow all university policies, regulations, guidelines, and all local, state, and federal laws concerning healthy, safety, and public order.

**Catering Services**

Sodexo can provide a wide variety of catering services to meet your specific programming needs. A catered meal may be substituted in place of a residential dining meal as agreed upon. Standard catering prices would apply to the catered meal. All catering needs must be arranged through Sodexo’s Catering Manager.

Any alcohol served at an event must be provided by Sodexo. Alcohol service is subject to the approval of the appropriate university officials. Minimum sales guarantees are required to cover setup costs. Please contact the Conference and Event Services Office for more information on the Alcohol Beverage Service Policy.

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Payment for Meals

- State of Wisconsin Tax Code requires that tax must be paid on all meals, food, food products and beverages sold for consumption on the seller's premises, unless furnished in accordance with any contract or agreement with an enrolled (for credit) UWRF student with a Dining Service contract. Tax exempt certification must be provided.

- A guaranteed number for meal service must be submitted to the Conference and Event Services Office no later than seven (7) days prior to the camp or conference start date. The Conference and Event Services Office must also receive a roster of all participants and staff no later than seven (7) days prior to the camp or conference start date.

- If a guaranteed number and roster are not received at least seven (7) days prior to the camp or conference start date, the estimated number submitted with the initial reservation will become the guaranteed number.

- Groups will be billed for the guaranteed number, or the actual number of participants and staff on the final roster, whichever is higher.

- The "Conference Plan" rate applies only to those residential groups consuming meals beginning immediately after arrival through the last meal prior to departure. Conference plan rates apply when groups participate in 3 consecutive meals. Should the group not participate in a particular meal, the remaining meals for the specific day will be priced at the "A la Carte" rate for all conference meal plan participants. If Sodexo's catering services are utilized for a particular meal, the "Conference Rate" would still apply to the other meals for that specific day.

- The group is financially responsible for the full payment of every participant, chaperone, and staff on the final master roster for the agreed upon meal plan. There is no discount or refund for those arriving late or departing early. If the camp or conference is scheduled for longer than one (1) week, the roster can be adjusted on a weekly basis.