

OREGON INSTITUTE OF TECHNOLOGY

Catering OIT-30-020

General Statement

Auxiliary services in the Oregon University System and at Oregon Institute of Technology are mandated by the state of Oregon to be self-supporting and self-liquidating and do not use tax dollars in the construction and operation of such facilities. Student auxiliary services are housing, college union, food services, the college bookstore, health service, and intercollegiate athletics.

Room and board rates in housing, incidental fees to operate the college union and intercollegiate athletics, the health service fee, and the prices of textbooks in the bookstore are determined, in a large part, by the ability of auxiliary services to provide full service to academic and peripheral programs, including the hosting of conferences and catering.

A conference is any formalized program or meeting lasting from one hour to several days. Catering is providing the food services of the college in a variety of ways, from sack lunches to full banquets at full charges for services rendered. All non-OIT conferences and catering depends on space available after the primary support services to the campus are accommodated.

Rationale for Conferences and Catering

Access to the institution for educationally-related and public service activities fulfills the mission of the college in providing the state's educational resources to the citizenry of Oregon for educational, social, and cultural activities of the region. In addition, using the facilities of the college for educationally-related and public service activities funded by state revenues conserves and extends the use of state dollars.

Access to college facilities and exposure to the OIT campus aids in recruitment of future students. Public access to the facilities and services at OIT promotes city and college relations and the opportunity for the public to interact within the educational environment. Finally, the use of college facilities and services by outside groups lowers costs to students attending OIT by user charges, which assist in meeting financial obligations.

Guidelines for Conferences and Catering

A. Groups served on a routine and regular basis are as follows:

1. college departments, administration, faculty and staff,

2. continuing education groups,
 3. alumni activities,
 4. students,
 5. state and federal agencies,
 6. other educationally-related activities.
- B. Groups served on a non-routine and reviewed basis:
1. local non-profit and public services agencies such as the Boy Scouts or YMCA, Kiwanis, etc. on an irregular basis to promote public relations and exposure to the college,
 2. the public, after all of the facilities and services of the community have been researched and determined that none are available or acceptable because of size or space needed.

Responsibility

The Vice President for Student Affairs is responsible for the final interpretation of this policy and its exceptions. Arrangements for conferences and catering can be made on a routine basis through the Coordinator, College Union Information/Reservations and the Director of Food Services. Non-routine requests for the facilities and services of OIT are subject to the final approval of the Vice President for Student Affairs.

Recommended by:

President – 2/83

Signed /s/ Larry J. Blake
Larry J. Blake, President