

HOSPITALITY

This policy shall cover the purchase of food, beverages, and related production costs with Associated Students funds in relation to events and activities.

A. GENERAL

Hospitality efforts shall be reasonable in scope although the requirements may vary based upon the needs of the event or program. Different regulations may be in force based upon the origin of funds (i.e., allocated or earned funds) or the category of recognition (i.e., organization or program).

B. TYPES OF HOSPITALITY

1. Contracted Hospitality - Contracted hospitality is defined as funds for food and/or beverages included in a personnel services contract as part of a program. Gratuities shall not exceed 15% unless rate is calculated automatically by local restaurants.
 - a. Hospitality functions closed to the general campus population (i.e., backstage dinners) must be indicated within the personnel services contract. The contract must contain either a listing of required services or a dollar amount allocated to hospitality purposes.
 - b. Programs and organizations sponsoring speakers and/or other individuals, that require meals at local restaurants, may budget funds for two (2) organizational representative(s) (or one (1) representative per guest with a maximum of four (4) representatives) to accompany the guest(s). Meal costs should not exceed \$17.00/person. No alcoholic beverages may be purchased with these funds. ~~Gratuities shall not exceed 15% unless rate is calculated automatically by local restaurants.~~
 - c. Programs and organizations that choose to satisfy contractually required meals at a private residence, may allocate a sum equal to the cost of comparable meals for the guest and representatives at a local restaurant for food purchases.
2. Closed Hospitality - A closed reception is defined as an event where admission is limited to the listed organization's membership and guests and/or the event is not publicized to the general campus community.
 - a. Clubs or organizations will not be authorized to produce closed reception parties with funds allocated by the Associated Students of Western Washington University. Events of this nature can be funded through

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Organization: Associated Students

earned funds subject to authorization by the Business ~~Director~~Office on a case by case basis.

- b. Programs may utilize allocated funds for a closed reception or meeting when it falls within program objectives.
3. Open or General Hospitality - An open or general reception is defined as an event where admission is open to the campus population. Hospitality functions performed for a program objective (i.e., gallery openings, open houses, receptions) must be open to the campus population. Gratuities shall not exceed 15% unless rate is calculated automatically by local restaurants.
4. Program/Office Support – Food and beverages provided as office hospitality for the general public. Also food and beverages provided for staff and volunteers at meetings, retreats, or workshops. Gratuities shall not exceed 15% unless rate is calculated automatically by local restaurants.
 - a. Programs are authorized to provide limited beverages such as coffee and tea for general office hospitality. Staff is encouraged to provide their own refreshments for personal use.
 - b. Programs may purchase beverages and light refreshments on an irregular basis, not to exceed one time per quarter, for staff meetings or functions as a team building enhancement. Personal celebrations (ex. Birthdays) are not authorized under this section.
 - c. Programs are authorized to purchase food and beverages for staff and volunteers attending retreats, training, or workshops. An agenda of the activities of the workshop or retreat must be presented and approved by the appropriate staff advisor and by the A.S. Business Director before making any financial decisions regarding hospitality of the event. Purchases for on-campus events are limited to light refreshments and those meals that are missed as a result of attendance.
 - d. The Business Director may authorize food or beverages on a limited basis for committee and council meeting when meals are missed as a result of attendance.

4.5. Earned Funds - Funds that have been raised outside of the Associated Students Organization can be used to purchase food and drinks more liberally. Events of this nature are subject to authorization by the Business Office on a case by case basis.

C. ALCOHOLIC BEVERAGE(S) POLICY

~~1. Serving alcoholic beverages for contracted hospitality requires the procurement of a banquet permit or license through established University~~

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~~procedures. The sponsoring Associated Students organization shall establish a system to guarantee alcoholic beverages are consumed in accordance with WWU policy and Washington State Law.~~
~~Alcoholic beverages are to be consumed by individuals twenty-one (21) years of age or older in accordance with WWU policy and Washington State Law. The sponsoring organization shall provide a reasonable alternative for those individuals who choose not to drink alcoholic beverages or are under twenty-one (21) years of age.~~
~~3.1. A.S. funds may not be used to purchase alcoholic beverage(s) of any kind, for any program and/or event, for public events or receptions without specific approval of the A.S. Board of Directors.~~
~~4. Organizations shall be authorized to purchase alcoholic beverages for closed events with cash receipts or raised funds.~~

D. OTHER REGULATIONS

1. Non-perishable food and beverages remaining following hospitality functions should be retained by the Associated Students organization for appropriate uses. Perishable items should be disposed of in a manner that provides for the least waste of valuable resources which may include a donation to a community organization.
2. In accordance with established Associated Students principles and procedures, specific exceptions to the above listed policies may be granted by the appropriate council or the A.S. Board of Directors.

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