

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

1. 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).
2. Hospitality purchases will comply with state and university regulations.
3. Hospitality rates for meals will be based upon the current state per diem rate on a per meal basis for Bellingham. The rate includes all incidentals, taxes and gratuities and the per person cost may not exceed the per diem total except as noted below.
4. Gratuities shall not exceed 15% unless the rate is calculated automatically by local restaurants.
5. If hospitality is provided off-site but not at a restaurant where food is purchased (e.g. retreats, work parties, programs) then the per person costs to purchase food, including tax, shall not exceed the per diem total.
- ~~0.~~
- ~~0.6.~~ AS funds may not be used to purchase alcoholic beverage(s) of any kind, for any program and/or event.

B. TYPES OF HOSPITALITY

1. Contracted Hospitality - Contracted hospitality is defined as funds for food and/or beverages included in a ~~personnel~~ personal services contract as part of a program. ~~Gratuities shall not exceed 15% unless rate is calculated automatically by local restaurants. Generally meal costs should not exceed the meal per diem rate unless the contractor requires a higher amount which is listed in the contract.~~
 - ~~a.~~ Hospitality functions closed to the general campus population (i.e., backstage dinners) must be ~~indicated~~ listed within the ~~personnel~~ personal services contract. The contract must contain a dollar amount allocated to hospitality purposes, either a listing of required services or a dollar amount allocated to hospitality purposes.
 - a. A not to exceed amount for hospitality can be included in the contract and the AS sponsor will purchase and provide the food

Interpretation and Enforcement: AS Business Director Office, A-S. Board of Directors

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Organization: Associated Students

not exceed 15% unless rate is calculated automatically by local restaurants.

- a.b. Programs are authorized to provide limited beverages such as coffee and tea for general office hospitality for the public. Staff ~~is encouraged to~~should provide their own refreshments for personal use.
- b.c. 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.d. 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 Office~~ 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.
- e. The AS Business ~~Director Office~~ may authorize food or beverages on a limited basis for committee and council meeting when meals are missed as a result of attendance.

4. Earned Funds - shall be defined as any and all funds that have not been allocated from the ~~studentservices~~ and activities fees. The AS Business Office may waive sections of this policy when earned funds that qualify can be are used to purchase food and drinks for events and meetings. Purchase of alcoholic beverages will not be authorized via these waivers. that potentially do not fall under established Associated Students principles and procedures. Events of this nature are subject to authorization by the Business Office on a case by case basis. The Business Office shall specifically note the waiver and rationale on the authorizing documents.

4.5. Non-Contracted Hospitality - shall be defined as any and all events or programs that do not have a formal contract, this can include but is not limited to individuals volunteering their time. In the absence of a formal contract a memorandum must be submitted detailing the request for hospitality. This document must follow the policies outlined in the AS Hospitality Policy, be signed by ~~the Director of~~ the appropriate Student Activities advisor and approved by the AS Business Office. Hospitality of this kind shall be reviewed on a case by case basis by the AS Business Office.

C. ALCOHOLIC BEVERAGE(S) POLICY

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~~1. Serving alcoholic beverages for contracted hospitality requires the procurement of a banquet permit or license through established University 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. A.S. funds may not be used to purchase alcoholic beverages 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.~~

CD. 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~~ [the Business Office](#) or the A.S. Board of Directors.
3. Any and all changes made to this policy must be approved by a majority vote of the AS Board of Directors.

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