Procedures & Policies

• If less than one week’s notice, it is at the discretion of the Food Service to determine if your request can be fulfilled.

• All rental items must be returned cleaned and undamaged to Knollcrest Dining Hall the following day.

• The Residence Hall or organization will be billed for missing items not returned.

Cost & Procedures

• Retreats may be deducted off of students’ meal plans— one meal swipe per person.

The event coordinator is responsible for submitting student names and emails at least 3 days before the event. Additionally, a gathering fee of $2 will be charged when meal swipes are being used as a form of payment. If disposables are needed, this fee will increase to $3.

• Your guaranteed attendance is required 3 days prior to your scheduled event by 4:00pm. Please inform Liz Hooten with your confirmation. If you do not provide us with a guaranteed count we will use the estimated number of guests provided at the time of initial request as the final count for food preparation and billing.

• Please ask if there is an item you would like to order which is not listed, we will try our absolute best to make arrangements for special orders if proper notice is given.

• All prices and food items are subject to change.
American Grill
• Hamburgers (includes buns)
• Hot Dogs (includes buns)
• Chips
• Potato Salad
• Cookies
• Chicken Fajitas (includes onions & peppers)
• Ground Beef Tacos (hard or soft shell)

Taqueria
• Taco Meat
• Shells
• Toppings

Uppercrust
• Lunch Meats
• Cheeses
• Lettuce, Tomatoes, Pickles
• Lemonade (canned)
• Bulk Breads
• Potato Salad
• Chips
• Cookies

Ciao
• Pasta
• Sauce
• Breadsticks
• Salad

Breakfast Meal Options
• Cereal Cups
• Milk, Assorted Juice
• Pastries, Bagels, Muffins
• Hand fruit

Refreshments
• Bulk Lemonade
• Bulk Water
• Juice Boxes
HELPFUL TIP
In preparing for your retreat, don’t hesitate to ask questions about further proper food handling practices. Our chefs and service supervisors will be more than happy to answer any of your questions. We are here to make your event a success!

- Make sure anyone handling food washes their hands prior to starting.
- The area that will be used for preparing the food must be clean and sanitary, including cutting boards, countertops and all utensils. This helps prevent cross-contamination and reduces the risk of someone getting sick from eating something that you prepared.
- Always keep the food refrigerated up until the moment that you will be ready to cook it. This minimizes the risk of the food spoiling and also prevents food-borne illness.
- Make sure to cook food throughly. It may look done on the outside however, that does not mean that it is cooked all the way on the inside.