

Policy Number/Title: 5.4.1 External Food Service Provider Policy
Effective Since: July 1, 2026
Last Revision Approved: July 23, 2026
Responsible Officer: Director, Office of University Events

1. Scope: This policy applies to all University departments, student organizations, and external clients requesting the use of external food service providers on Winthrop University property. External food service providers include, but are not limited to, food trucks, mobile food vendors, caterers, trailers, temporary food service setups, and other-Chartwells food and beverage providers.

This policy governs food service operations at all campus locations, including but not limited to academic buildings, outdoor spaces, athletic venues, and Winthrop Lake.

All external food service providers are subject to the University's exclusive food services agreement with Chartwells. Requests to utilize external food service providers must be reviewed and approved through Chartwells and University Events in accordance with applicable contractual, operational, and risk management requirements.

2. Definitions:

Chartwells: The University's contracted exclusive food service provider.

External Food Vendor: Any non-Chartwells entity providing food or beverage services on campus, including food trucks, trailers, tents, or pop-up operations.

Gross Sales: The total revenue generated from all food and beverage sales by an approved external food service provider during an event, before deductions for taxes, discounts, credit card processing fees, or other expenses.

Pre-Approved Vendor: A food vendor that has completed required documentation and received prior approval through Chartwells and University Events for a defined period.

Prepared Food: Food that is cooked, heated, or assembled on-site or requires temperature control for safety.

Packaged Food: Pre-packaged, sealed food items that are not prepared or altered on-site and require no additional handling.



University Events (UE): The Office responsible for coordinating event logistics, vendor approvals, and campus event operations.

3. Policy: Winthrop University maintains an exclusive food service agreement with Chartwells, the University's Dining Services Contractor. In accordance with this agreement, Chartwells is responsible for coordinating all campus food services, including mobile food vendors operating on campus.

External food vendors, including food trucks, shall operate as subcontractors under Chartwells and in fulfillment of Chartwells' contractual obligations to the University. As such, all vendors are subject to Chartwells' operational, financial, and service standards, as well as all applicable University policies and requirements.

University Events Provides oversight of the request and approval process and ensures alignment with institutional policies, operational standards, and campus logistics. Final event approval is coordinated through University Events in partnership with Chartwells.

All food service activities involving prepared food must be reviewed and approved through this process. Vendors operating outside of this structure are not permitted on campus.

4. Procedures:

A. Approval Process

- All requests for external food vendors must be submitted through the official university scheduling system.
- University Events will review requests and coordinate with Chartwells.
- Chartwells will review and approve all food vendors in alignment with contractual obligations.
- Final approval will be issued by University Events.

University Events will coordinate with Winthrop University Police Department (WUPD) regarding approved vendors and site access.

B. Timeline Requirements

- Requests for external food vendors should be submitted a minimum of 30 business days in advance to allow adequate time for subcontract review, documentation collection, operational coordination, and approval processing.
- Vendors that have not previously completed the subcontract and approval process with Compass Group USA, INC., parent company of Chartwells Higher Education, may require additional review time related to legal and contractual requirements.
- Vendors operating under an active pre-approved or preferred vendor status with Chartwells may be eligible for an expedited review process, depending on the scope and nature of the event.



- Requests submitted fewer than 30 business days in advance will be evaluated on a limited basis but are not guaranteed approval.

C. Vendor Classification and Approval Structure

To support consistent and effective management of food service operations, external food vendors are categorized as frequency of use, event type, and operational complexity. Approval requirements may vary accordingly.

Category 1 – Approved Vendors

- Vendors operating under an active subcontract agreement with Chartwells
- Maintained on an approved vendor list
- Eligible for streamlined approval

Category 2 – Limited/Department Food Activity

- Includes department or student-led cookouts and limited food service activities
- Subject to review by University Events and Chartwells
- Must comply with all applicable safety, risk, and food service requirements
- May be further restricted based on food type (prepared vs. packaged)

D. Procedures

Service Model Guidelines:

Guest-Pay Model: Guests may pay the vendor directly; however, all financial activity, including sales reporting, commissions, and other applicable fees, must be coordinated through Chartwells in accordance with the University's Food Services Agreement and subcontract requirements.

Approved external food service providers shall pay Chartwells a commission, equal to 10% of gross sales. Chartwells will communicate all commission reporting and payment requirements to the vendors as part of the approval process.

E. Vendor Requirements

All vendors must provide:

- Current health inspection documentation (SC Department of Agriculture or equivalent) with the grade received.
- Valid Business license
- Certificate of Insurance (\$1M minimum, naming both Winthrop University and Compass Group USA, INC.)
 - Winthrop University – 701 Oakland Avenue, Rock Hill, SC 29733
 - Compass Group USA INC., 2400 Yorkmont Road, Charlotte, NC 28217
- Any additional documentation required by Compass Group USA Inc.

F. Operational Guidelines

Approved vendors must:

- Operate only in designated locations
- Maintain fire lanes and safety access
- Provided their own utilities unless approved
- Dispose of waste, grease, and materials offsite
- Comply with all university safety and operational standards

G. Prepared vs. Packaged Food

- **Prepared Food**
 - Triggers Chartwells subcontract requirement
- **Package Food**
 - May be exempt from subcontract
 - Still subject to UE approval

H. Limited Food Purchase Exception

In accordance with the University's Food Services Agreement, University departments and student organizations may purchase and provide food from external sources without Chartwells approval when the total food value does not exceed \$250 per event.

This exception does not apply to external event caterers, food trucks, mobile food vendors, or other food service providers operating on university property.

External food purchases exceeding \$250 per event require review and approval through Chartwells and University Events and must comply with all University purchasing and financial procedures. Multiple purchases for the same event may not be divided to circumvent the \$250 threshold.

I. Grilling/On-Campus Cooking

Grilling or on-campus cooking is not permitted unless conducted by Chartwells, the University's Dining Services Contractor.

Departments and student organizations, or external clients may not independently grill prepare, cook, or serve food on campus.

All requests for grilling or cooking must be submitted through University Events and coordinated with Chartwells for approval and execution.

Additional requirements may include:

- Safety and fire code review
- Approved location and setup
- Coordination with Facilities Management and Risk Management, as applicable



Failure to comply with these requirements may result in denial of the request or cancellation of the activity.

J. Enforcement

- Vendors operating without approval will be required to leave campus
- Winthrop University Police Department (WUPD) will enforce removal when necessary
- Events may be denied or canceled for non-compliance
- Vendors operation outside of Chartwells coordination are considered non-compliant with the University's Food Services Agreement and are not permitted to operate on campus.

5. Resources:

- Office of University Events
- Chartwells Dining Services
- Winthrop University Police Department
- Facilities Management

6. History of Revisions:

- Initial Policy Creations – [2026]