Catering and Facilities Requests

Students should review Section 3 and 4 of the Student Organization Policies document to understand our Catering and Alcohol Policies.

EMAGS will email the final invoice, which includes the Bon Appétit charge and Facilities charge, to the student who placed the order a few weeks after the event is over. In some cases, student organizations will need to pay for its catering services via cash, credit, or check. Your Event Manager will be able to process this form of payment. If your student organization has a FOAP or you have received funding from a USF administrative office, the student organization should work with the Office of Student Affairs to transfer the necessary funds to pay for the invoice.

The final invoice also includes a link to a satisfaction survey related to the quality of food and service that Bon Appétit has provided for the event. Each student organization should complete the survey, so there is a record of Bon Appétit’s service.