

FORT HAYS STATE UNIVERSITY

Department of Residential Life

Residential Life

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Director (785) 628-4245
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DATE:

TO: Summer Conference Sponsor

FROM: Carol Hackerott

SUBJECT: Clarification of Conference Foodservice Policies

In an effort to clarify the policies involving the McMIndes Cafeteria, Mr. Nick Guaetta has provided the following outline in response to most frequently asked questions from conference attendees and sponsors.

Commuter and Sponsor/Counselor meals:

Any live-in attendee will be assumed to consume any and all contracted meals. Commuter and sponsor/counselor meals will be tracked and charged according to actual entry. Any commuter or sponsor/counselor must present a valid meal card at the time of entry. Chartwells will maintain a count of these meals. Chartwells will provide the Residential Life Office with a count of these meals for billing purposes. Meals will be charged according to the following schedule.

Breakfast:	4.95
Lunch:	6.85
Dinner:	7.83
Daily meal rate	19.63 (all three meals)

Any dispute regarding daily counts and/or associated charges for commuter and sponsor/counselor meals will need to be made in writing to Nick Guaetta, Director of Dining Services.

General Policies:

- No one will be admitted into the dining area without a conference meal card or commuter card.
- Sport bottles and/or backpacks are not permitted in dining area.
- Rosters for all attendees, commuters, counselors, and sponsors are required. These rosters must match the **“Final Roster”** submitted to the Conference Services Coordinator on the day of conference.
- Names may not be added to the roster by anyone other than the conference sponsor with approval from the manager on duty.
- Any attendee or sponsor/counselor may return to any and all service areas for unlimited portions of all offered items. It is expected that diners will take all they want and eat all they take to avoid excessive waste.
- Leaving the dining area and attempting to return may result in double billing for a meal(s).
- No one will be permitted into the serving area prior to the service of the meal.
- Persons bringing their own meal, wishing to dine with friends or attempting to provide services to the campers will not be admitted.
- All concerns and/or questions should be addressed with the manager on duty.
- Carry out meals are not permitted. In case of illness, the conference sponsor may request a “sick tray” from the manager on duty.

These policies were developed to assist Chartwells Dining Services in providing the highest levels of service and quality of food while ensuring the safety and security of the often very young conference attendees. If you have questions or concerns regarding any Dining Services policies or procedures, please contact Nick Guaetta at (785) 628-4476.