

# Consortial Food Service 2011-2012 Dining Plans

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## Introduction

### Purpose of this document

*The purpose of this document is to provide a clear, common resource to Consortial Food Services Staff & Management as well as the Food Services Advisory Board (FSAB).*

### Ownership and modification of this document

*This document is owned and managed by the Food Services Advisory Board. All comments and change requests for this document should be directed to the Food Service Advisory Board via email to its Recording Secretary. Final approval of the document belongs to the GTU Vice President for Administration and Finance.*

*The Deans of Students at PSR and CDSP are ex officio members of the Food Services Advisory Board and serve as the primary contact to the FSAB.*

### Relationship of this document to Pricing Matters

*Pricing for Consortial Food Services is determined annually and approved by the GTU Vice President for Administration and Finance, Steve Argyris. The prices included in this document reflect the approved prices for Academic Year 2011-12.*

## Executive Summary

### Food Services 2011-12 Rates

*The following rates are regular cash prices. They are in effect from 19 August 2011 until further notice.*

- *Breakfast \$7.00 (7:30am until 10:30am)*
- *Lunch \$8.00 (11:00am until 4:00pm)*
- *Dinner \$9.00 (4:00pm until 7:00pm)*

*Unlimited Dining Plan \$2050 per semester (required of dorm residents)*

*Block 25 Plan - \$150 for 25 meals of the card holder's choice.*

*CDSP and PSR include one Block 25 Plan in the fees for most students and charge this card to the student's account with the school*

### Student Meal Plans

*Student Meal plans include:*

- *Unlimited dorm plan*
- *Block 25 Plan*
- *Block 5+ (Supplemental purchases for Block 25 participants)*

*The Block 25 Plan has replaced the Chez Nous plan at PSR.*

### Employees of Food Service Partner Schools

*Qualified Employees of PSR, GTU and CDSP may participate in the Employee Block 25 Plan -- one Block 25 Plan for \$50. The employee's home institution will cover the balance of \$75 via a direct charge to the home institution*

### Member School Purchases

*Member Schools of the Graduate Theological Union may also make purchases from the Consortial Food Service. These purchases can take two forms. Catering Agreements and Large Group Meal Purchases*

### Catering Agreements

*Departments may purchase catering services from Consortial Food Services for specific events. This type of purchase generally involves food that will not be consumed in the Dining Room at D'Autremont Hall. These purchases require a written agreement with Consortial Food Services and settlement of the agreed charges via the GTU Consortial Business Office.*

*Please contact Andy Maxon for additional details about these services. .*

*([AMaxon@psr.edu](mailto:AMaxon@psr.edu), 510.849.8282)*

**Large Group Meal Purchase**

Departments of GTU-member schools may also purchase meals for groups of 21 or more diners. These meals are served as part of the regular meal service in the Dining Room at D'Autremont Hall and require signed agreement with Consortial Dining Services at least one week in advance of the event. More details on this program are included below.

Please contact Andy Maxon for additional details about this service. ([AMaxon@prs.edu](mailto:AMaxon@prs.edu), 510.849.8282)

**General Public**

The general public may purchase meals from the Food Services Cashier in D'Autremont Hall for the current per meal rate.

**Consortial Dining Services Meal Plans 2011 - 2012**

**Single Meal Purchase**

**Purchase at the Door**

Individuals may purchase meals from Consortial Food Services on an ad hoc basis during regular operating hours. Payment for these meals is on a cash only basis. Meals may be taken in the D'Autremont Dining Room or via a "to-go" package that can be requested from the Cashier at the time of purchase. In-Dining Room diners are welcome to eat as much as they like, however, they are not permitted to remove food from the Dining Room. The "to-go" option does not allow the diner to return for additional food after leaving the dining room.

- Breakfast \$7.00 (7:30am until 10:30am)
- Lunch \$8.00 (11:00am until 4:00pm)
- Dinner \$9.00 (4:00pm until 7:00pm)

Additionally the Consortial Food Service offers a Morning Coffee & Pastry Service from 7:30am until sold out. This service offers coffee and pastry by the cup or piece. The charge is \$1 per item.

**Guest Passes from Member Schools**

Departments at GTU-member schools may charge meals to their department at the same rate as cash purchases. (Morning Coffee & Pastry Service is excluded.)

This charge is accomplished by a Guest Pass Card completed and authorized by the department providing the meal.

<p>unCommon Dining at the GTU – GUEST PASS d'Autremont Hall on the PSR Campus Monday – Friday 7:30 am – 7:00 pm Saturday – Sunday 12:00 noon – 6:00 pm <a href="http://www.psr.edu/dining">www.psr.edu/dining</a></p> <p>Good for one meal on (date): _____ (circle meal) <b>B L D</b> Card No. <b>G-xxx</b></p>	
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An authorized Guess Pass Card must have the following fields completed before it is presented to the cashier:

- School
- Department
- Date of Meal
- Meal Provided
- Authorized Signature

This card must be completed by an authorized representative to be valid.

School: \_\_\_\_\_

Department: \_\_\_\_\_

Account number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*Not transferable. Will not be replaced if lost or stolen*

The cashier is not authorized to accept Guest Passes that do not meet these requirements. Customers presenting Guest Passes that are not completed will be refused service.

ALSO please note all passes that are not completed legibly will be rejected by the cashier as invalid.

Optionally the department **may** indicate the specific account that is to be charged. If not indicated the account code for single meal purchases will be charged.

If no meal is indicated on the card the charge will be \$8

To facilitate the use guest passes, we recommend that departments pre-complete guest pass inventories with School name and Department Code.

Consortial Food Services is happy to accept guest passes for groups of up to 20 guests. Group of more than 20 are considered Large Groups. Meals for large groups must be purchased through the Large Group Purchases program outlined below.

### Student Meal Plans

Student meal plans fall broadly into two categories: the Unlimited Plan or the Block Plan

#### Unlimited Plan

Each resident of the dormitories at PSR and CDSP is required to participate in the Unlimited Plan. This plan provides unlimited visits to the Dining Room in D'Autremont Hall for the purchaser during the semester. For the 2011-12 academic year this program is available for \$1940 per semester.

While focused on dorm residents of the CDSP and PSR dorms, this program is available to all students at the GTU.

This plan is accompanied by a guest pass that allows the plan participant to entertain up to five guests at no additional charge.

unCommon Dining  
at the GTU  
d'Autremont Hall on the PSR Campus  
Dorm Meal Plan Guest Card  
**Name of Card Holder**  
Monday – Friday 7:30 am – 7:00 pm  
Saturday – Sunday 12:00 noon – 6:00 pm  
[www.psr.edu/dining](http://www.psr.edu/dining)  
Valid until Jan 30, 2012 Card No **D-xx**

The plan participant must accompany his/her guest. The pass is not transferable or replaceable.

Participants must surrender pass if they withdraw from the Unlimited Plan.

**Block Program**

The Block Program provides 25 meals of the cardholder's choice at a reduced rate. During the 2011-12 academic year these cards are priced at \$125 or \$5 per meal.

Students from any GTU member school may purchase a Block 25 card at the Cashier in the D'Autremont Hall Dining Room.

Block 25 Cards can be purchased from the Cashier in D'Autremont Hall by cash or check.

Block 25 Cards may be used for any meal purchase in the Dining Room (breakfast, lunch or dinner)

Each validation entitles the cardholder to one take-out meal or one meal in the dining room.

The cardholder may pay for guest meals on his/her card, but the cardholder must be present when such a guest purchase is made.

Block 25 Programs cards are good ONLY in the term during which they are sold and are not transferable.

**Required Block Program**

CDSP requires that all students enrolled for six units in a term purchase a Block 25 Card. This card will be billed directly to the student's account with CDSP. This requirement extends to MA candidates affiliated with CDSP.

1	2	3	4	5
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**Dorm Resident Guest Meal Card**  
**Card Holder MUST be present to use this card.**  
 Not Transferable  
 Not Replaceable

unCommon Dining  
 at the GTU  
 d'Autremont Hall on the PSR Campus  
Block 25 Meal Card

Name \_\_\_\_\_  
 Monday – Friday 7:30 am – 7:00 pm  
 Saturday – Sunday 12:00 noon – 6:00 pm  
[www.psr.edu/dining](http://www.psr.edu/dining)

Valid until Jan 30, 2012 **Card No DH- x**

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

Block 25 Meal Card - DH

unCommon Dining  
 at the GTU  
 d'Autremont Hall on the PSR Campus  
 Block 25 Meal Card  
Name of Student

Monday – Friday 7:30 am – 7:00 pm  
 Saturday – Sunday 12:00 noon – 6:00 pm  
[www.psr.edu/dining](http://www.psr.edu/dining)

Valid until Jan 30, 2012 Card No **NR-xx**

PSR requires that all students enrolled for nine units of study in a term purchase a Block 25 Card. This card will be billed directly to the students' account with PSR. This requirement extends to MA candidate affiliated with PSR. Students taking only online, distance, blended, or hybrid courses may petition to waive out of this requirement by sending an email to Steven Argyris at [cfo@psr.edu](mailto:cfo@psr.edu).

**Block 25 Refund Policy**

Block 25 Cards purchased from the Cashier are non-refundable.

Block 25 Cards that are purchased by school requirement and billed to students' accounts may be refundable for a period of three weeks following the beginning of the term if the student has dropped below the school's required number of units and the card has not been used for any meal. . Students seeking a refund related to a required Block 25 Card should contact the Dean of Students at his/her respective school. No refunds will be given without the approval of the student's Dean of Students.

**Block 5+ Card Option**

Students who have purchased a 25-meal card are also eligible to purchase a Block 5+ card allowing an additional 5 meals at the reduced rate of \$5 per meal. The purchaser must surrender the original Block 25 (or Block 5+) card to the cashier at the time of the Block 5+ Card purchase. Block 5+ Cards are non-refundable.

**Limitation of Block Program**

It is important to note that the Block Program is not available to member school departments. These departments should participate in the Guest Pass program covered elsewhere in this document.

**Employee Meal Plans**

Regular employees (both full- and part-time) of CDSP, GTU and PSR are eligible to participate in the Employee Meal Plan.

**Initial Block 25 Cards**

The program allows qualified employees to purchase one Block 25 Card for the subsidized rate of \$2 per meal (\$50 for the card). The employee's department covers the balance of the cost (\$75) of this program.

PSR, GTU and CDSP handle employee purchases separately.

**FOR THE FIRST MONTH OF THE TERM**

unCommon Dining	
at the GTU	
d'Autremont Hall on the PSR Campus	
Block 25 Dining Program	
Name _____	
Monday – Friday 7:30 am – 7:00 pm	
Saturday – Sunday 12:00 noon – 6:00 pm	
<a href="http://www.psr.edu/dining">www.psr.edu/dining</a>	
Valid until Jan 30, 2012	Card No. E- <b>X</b>

- *Qualified PSR employees may purchase cards at the PSR Reception Desk in Holbrook Hall from Steven Peele during regular reception hours but not from 11:30am until 1pm. Payment is made via personal check in the amount of \$50 made payable to "Pacific School of Religion".*
- *Qualified GTU employees may purchase cards from Karen Carroll in the GTU Business Office (GTU Library, 3<sup>rd</sup> Floor). Purchases may be made by personal check in the amount of \$50 payable to "Pacific School of Religion" or by cash.*
- *Qualified CDSP employees may purchase cards at the CDSP Front Office in Shires Hall. Payment for the card may be made by cash, check, or credit card*

#### ***FOLLOWING THE FISRT MONTH***

*Qualified employees from any institution may purchase cards at any point during the term. Please contact Steve Argyris (sargyris@gtu.edu) to arrange for the purchase after the first month of the term.*

#### **Incremental Block 5+ Cards**

*Employees may purchase additional meals via the Block 5+ program at the standard rate of \$5 per meal. Like student meal plans, employees must surrender the exhausted Block 25 Card (or Block 5+ Card) at the time of purchase. Blcok 5+ cards may be purchased from the cashier at D'Autremont Hall. Purchases made at the cahseir may be made in cash or by personal check.*

#### **Limitation of Block Program**

*It is important to note that the Block Program is available only to individuals. Departments may participate in the Guest Pass program discussed above.*

#### **Additional Guidelines**

*Like student Block 25 cards the following guidelines apply to the use of the Employee Block Cards:*

- *Block 25 Cards may be used for any meal purchase in the Dining Room (breakfast, lunch or dinner)*
- *Each validation entitles the cardholder to one take-out meal or one meal in the dining room.*
- *The cardholder may pay for guest meals on his/her card, but the cardholder must be present when such a guest purchase is made.*
- *Block 25 Programs cards are good ONLY in the term during which they are sold and are not transferable.*

### Large Group Purchases

Member schools, as well as outside parties, who wish to provide in-Dining room meals to 21 or more guests use the Large Group Meal Purchase Plan.

This plan allows designated guests to be accommodated during regular meal service hours at the Consortial Dining Room. Arrangements for these large group purchases need to be made with Andy Maxon ([AMaxon@psr.edu](mailto:AMaxon@psr.edu), 510.849.8282), the head of Consortial Dining Services and have the following requirements:

- a signed agreement between the department charging and Consortial Dining Services
- a minimum number of meals will be charged
- preliminary lists as well as signed agreements are due to the head of Consortial Dining one week before the event
- lists must be separated by meal and clearly indicate the names of the persons qualified to charge the meal
- final lists are due 3 business days before the event
- cancelation of the agreement will result in
  - o 50% of charges up to 3 business days before
  - o 100 % of minimum charges from if canceled 2 or fewer business days before the scheduled event
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### Catering Agreements

In addition to purchases of in-dining room meals for groups, member schools may arrange for catering from Consortial Dining Services. Contact Andy Maxon for more information on these services. ([AMaxon@psr.edu](mailto:AMaxon@psr.edu), 510.849.8282),

### School-specific Special Programs

CDSP's Community Nights provide a weekly opportunity for members of the CDSP extended community to gather in table fellowship. Participants at these weekly events include students, faculty, staff and friends of the CDSP. During these events the dining room is not available for use by others.

All forms of payment are valid for the event: Block 25, Block 5+, Unlimited Plan, check and cash payments.

Persons who are paying for the meal via a meal plan program will have their Block 25, Block 5+ or Guest Pass validated and/or collected at table. Customers requiring a cash transaction will be provided a quest check that must be settled with the cashier before leaving the facility.

## Appendix

### NOTES ON ACCOUNTING FOR EMPLOYEE BLOCK 25 CARD PURCHASE

- Accounting for Initial Purchase
  - CDSP
    - \$125 Revenue to Consortial Dining
      - Pass through from CDSP to PSR
      - \$50 Cash Collected from Employee
      - \$75 Charged to Department in which Employee Works as Benefit (80-95200)
  - PSR
    - \$50 Cash Collected from Employee
    - \$75 Charged to Department in which Employee Works as Benefit (58-52903)
    - \$125 Revenue to Consortial Dining
  - GTU
    - \$125 Revenue to Consortial Dining
      - Pass through from GTU to PSR
      - \$50 Cash Collected from Employee
      - \$75 Charged to Department in which Employee Works as Benefit (58-63330)