

JUDICIAL COLLEGE

4.8.4 POLICY AND PROCEDURES ON CATERING REQUESTS

(a) Policy

The Judicial College of Maryland (the College) supports the Judiciary’s educational system by assuring its students thrive in an environment that supports their professional development. To achieve this, the College takes responsibility for assuring the environment is conducive to learning which includes responding to “creature comforts.” The College manages the catering of meals for Judiciary employees approved to request catering. To ensure efficiencies, the following procedures will be used.

(b) Procedures

(1) Inside Groups Using the Maryland Judicial Center (MJC)

- (A) The requestor must complete the Judiciary catering form in order to secure catering for the event. Please be sure to check for the current week’s menu as it changes weekly. Complete the Catering Request form and attach the current week’s menu in your transmission. The Catering forms can be found at the following link: <http://courtnet.courts.state.md.us/judicialcollege/facilities.html>
- (B) Catering requests must be submitted one week prior to the event by Tuesday at noon.
- (C) Once the order form has been filled out in its entirety, the order request must be submitted via email to: mjccatering@mdcourts.gov.
- (D) A confirmation will be provided to the requestor when the order is submitted to the caterer. It is the requestor’s responsibility to follow-up with the Facilities Coordinator, if the confirmation is not received within five working days of the request being made.
- (E) All changes to orders must be submitted 48 hours prior to the event. Any change requests made after this time may result in an alternative menu or not honored.
- (F) Cancellations to an order must be submitted at least 24 hours in advance of each event or each department/unit will be charged the full catering amount.

(2) Completing and Submitting the Catering Order Form

- (A) The top half of the form must contain the following information:
 - (i) The requestor’s name;
 - (ii) Date of the event;
 - (iii) Requestor’s phone number;
 - (iv) MJC room number for the event;
 - (v) Time of the event: From: ____ to: ____;
 - (vi) Number of attendees;
 - (vii) Name of the event.
- (B) Mark the form with the appropriate quantities and food type.
- (C) Special orders or requests **MUST** be noted in the **“Special Instructions”** box at the bottom of the form.
 - (a) Please make sure to ask attendees if there are any dietary restrictions. If so, note them in the “special Instructions” section (e.g., vegetarian, kosher...).

- (D) Bottled Water is provided with each meal. Juice or soda will be by special request and an exact quantity of each, as well as selection (apple juice, diet coke, etc.) must be specified on each order.
- (E) Use the word **"Catering"** in the Subject line of the email.

(3) **Catering and the Day of the Event**

- (A) Lunch is set up by 11:30 a.m.; and Dinner is set up by 5:30 p.m. If earlier/later times are needed, indicate it on the form in the ***"Special Instructions"*** box. Breakfast is not permitted to be catered through the Judicial College.

(c) Important Notes

- (1) The requestor is to submit the catering request(s) at least one week before the event but no later than Tuesday by 12:00 noon ***(it must be before the 48 hour window or the caterer will assess an additional fee).***
- (2) All changes to orders are due 48 hours before an event.
- (3) Orders placed within 48 hours of an event are subject to a rush fee.

(d) Outside Groups Using the MJC

- (1) Outside groups that want to cater meals for the events must use the Judiciary's contracted caterer as the Judiciary cannot not provide this service. If the outside group wants to use another caterer, the group can do so only with advanced notice (two-week notice) to the Assistant Manager of Educational Facilities at 410-260-3609.
- (2) When using the Judiciary's caterer, invoices will be sent directly to the outside group. In the event an invoice is erroneously sent to the MJC, it will be forwarded to the outside group for payment.

(e) Exceptions

The State Court Administrator reserves the right to make exceptions to this policy.