

# CATERING POLICY

1. The Student Center requires Registered Student Organizations (RSOs), University departments, and off-campus organizations to utilize the SIU Approved Caterer list for all catered events.
2. All meetings and events that bring catered food into the facility will be charged a \$1.00 House Keeping Fee (per person per reservation count per day). This charge is for cleaning and sanitizing the event space and disposing of excess waste. If the RSO, University department, or off-campus organization is found to have brought food without prior approval, the organization/department is subjected to a 25% up charge to the already applied House Keeping Fee.
3. RSOs, University departments, and off-campus organizations are responsible for letting Student Center Event Services know their caterer of choice at least ten (10) business days in advance. A late fee will apply if a caterer is not provided within that time frame. The late fee includes a 25% up charge to the already applied House Keeping Fee. The Student Center will coordinate all event logistics concerning catering through the customer.
4. The Student Center must know about all food deliveries and pick-ups at least two (2) business days in advance; this includes events where a caterer is dropping-off food and not remaining on-site. Customers are liable and responsible for any food drop-offs and deliveries. If the RSO, University department, or off-campus organization is found to have a drop off without prior notice, the organization/departments is subjected to a 25% up charge to the already applied House Keeping Fee.
5. Pizza may be picked up or delivered to the Student Center. Organizations and departments may ONLY order pizza and beverages from pizza businesses (not wings, salads, sandwiches, etc.). If a pizza business is on SIU's Approved Caterer's list, they may order additional menu items.
6. Organizations and departments may be charged a \$50 minimum excessive cleaning fee if Student Center space is left unclean after use.
7. All organizations and departments in violation of any food policies will be given an email warning for the first offense. A second violation will result in a \$50 fee. A third violation will result in the suspension of the organization's and/or department's food privileges for a period of sixteen academic weeks, not including summer semester.
8. Food items which require refrigeration or heating on site to ensure food quality must be ordered through a Student Center vendor (i.e. Marketplace, Starbucks, Subway) or through one of SIU's Approved Caterers.
9. Caterers must meet the standard set by the Student Center. Food items which require refrigeration or heating on site to ensure food quality must have a caterer present for the duration of the event. Decisions made by Student Center Event Services' in conjunction with Assistant Director for Dining and Catering are final.

## **KITCHEN RENTAL:**

- \$75.00 per event per day. Ballroom Kitchen and Old Main Kitchen are the only spaces available for rent.
- Kitchen rentals include the use of house coolers, house warmers, ice bin, and access to ice machine.
- The caterer is responsible for the cleanup of the kitchen and equipment that has been used. All counters, sinks, and equipment should be wiped down and free of debris. The caterer is responsible for bringing proper cleaning supplies and towels to sanitize the area. Sweeping, mopping, and trash disposal will be the responsibility of the Student Center.
- Additional charges for extensive cleanup will be added to the customer's final bill if the caterer does not follow protocol.



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## ALCOHOL SERVICE:

- The caterer will be provided a bar setup for \$50.00 per bar per day.
- The setup includes a portable bar, use of house coolers, ice bin, and access to ice machine.
- The caterer is responsible for the cleanup of equipment that has been used. Equipment should be wiped down and free of debris. The caterer is responsible for bringing proper cleaning supplies and towels to sanitize the area.
- Additional charges for extensive cleanup will be added to the customer's final bill if the caterer does not follow protocol.

## Examples:

RSO/University department/Off-campus organization is having pizza at an event or meeting (regardless of size).

Charge: \$1 per person

RSO/University department/Off-campus organization is having box lunches at their luncheon.

Charge: \$1 per person

RSO/University department/Off-campus organization is having a dinner in the Ballrooms.

Charge: \$1 per person

RSO/University department/Off-campus organization is having a leadership breakfast in Old Main Room.

Charge: \$1 per person

RSO/University department/Off-campus organization is having a reception where the caterer drops off food that requires refrigeration or heating to ensure food quality.

Not allowed

