

Food Guidelines and Rates

1. The Student Center requires that University Departments, Registered Student Organizations (RSO's) and the general public utilize the Student Center Preferred Caterer's List for all catered events. This list and business contact information can be found on the Student Center Catering website: studentcenter.siu.edu/conference-and-scheduling-services/catering.php.
2. University departments, RSOs and the general public are responsible for letting Conference and Scheduling Services know their caterer of choice at least 12 business days in advance. The Student Center will act as a liaison between the customer and caterer, coordinating all event logistics in regards to food including but not limited to, arrival time, kitchen use, linen and equipment needs.
3. For groups wanting to utilize a caterer not listed on the Student Center's Preferred Caterer's List, there will be \$50 fee assessed for events under 100 people and a \$100 fee assessed for events with 100+ attendance. However, this caterer MUST be listed on the SIU Approved Caterer list: procurement.siu.edu/how-to/appcaterers.php. Please note that the Student Center's Preferred List is not the same as the SIU Approved list. While all caterer's must be on the SIU Approved Caterer list, caterers can choose to sign an additional agreement with the Student Center.
4. The Student Center must know about all deliveries and pick-ups from Student Center Preferred Caterer's at least 2 business days in advance. Customers are liable and responsible for any food drop-offs and deliveries.
5. Pizza or Insomnia Cookies may be picked-up or delivered to the Student Center. Groups may order from pizza businesses (Little Caesar's, Papa John's, Primo's Pizza, Pagliais, Quatro's). However, orders from these businesses must be for pizza and beverages ONLY. Cookies and milk are allowed to be ordered from Insomnia Cookies.
6. University departments, RSOs and the general public may bring prepackaged food for consumption in private meeting spaces only. Please reference the Student Center's Small Food Policy for further guidelines: https://studentcenter.siu.edu/_common/documents/scheduling/forms/small-food-policy.pdf
7. For deliveries, pick-ups and events which fall under the Small Food Policy, groups are responsible for bringing their own ice.
8. For events with food that has been delivered, picked-up or which falls under the Small Food Policy, the customer is responsible for cleaning-up all food and food-related items. This includes events where a caterer is dropping-off food and not remaining on-site. A \$30 minimum housekeeping fee may be charged if Student Center space is left unclean after use.
9. All groups in violation of any food policies will be given a email warning for the first and second offenses. A third violation will result in suspension of a groups food privileges for up to one semester.

Timeline Overview

- Deliveries- 2 business days
- Small Food- 2 business days
- Catering- 12 business days

Rate Overview

- \$50 Non-Preferred Caterer Fee (events <100 attendance)
- \$100 Non-Preferred Caterer Fee (events 100+ attendance)