

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. Not all caterers on SIU's Approved Caterer list can provide the services needed to host an event in the Student Center. Prior to booking a caterer, it is the customer's responsibility to ensure the caterer can handle the capacity of the event. A catered meal (buffet style, plated meal, etc.) must have servers/food handlers present to ensure the food remains at a safe temperature for consumption. Meals not in compliance will not be served.
3. The Student Center does not have a fully functioning kitchen for caterers to use. Caterers may not cook food onsite. Caterers will have access to house coolers, warmers, and access to an ice machine. There are no ovens, stoves, kitchen wares/utensils for caterers to use. Caterers are expected to bring all items they may need.
4. All meetings and events that bring catered food into the facility will be charged a \$1.00 House Keeping/Catering 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/Catering Fee.
5. 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.
6. 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/Catering Fee. The Student Center will coordinate all event logistics concerning catering through the customer.
7. 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/Catering Fee.
8. 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, additional menu items may be ordered.
9. Organizations and departments may be charged a \$50 minimum excessive cleaning fee if Student Center space is left unclean after use.
10. All organizations and departments in violation of any food policies will be charged a \$50 fee. A second violation will result in a \$150 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.
11. 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.



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KITCHEN RENTAL:

- \$20.00 for RSOs and \$75.00 for University departments & off-campus organizations 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.

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.

	Pre-packaged Snacks & Cookies Under 75 attendees No kitchen access	Pizza & Popcorn Under 75 attendees No kitchen access	Catering Includes boxed meals	Kitchen Fee Access to coolers, warmers, ice machine
RSO	N/C	\$.50 per person	\$1 per person + kitchen fee	\$20
On-Campus Departments	N/C	\$.50 per person	\$1 per person + kitchen fee	\$75
Off-Campus Organizations	\$15	\$.50 per person	\$1 per person + kitchen fee	\$75
Over 75 Attendees	Caterer and/or \$25	\$1 per person	\$1 per person + kitchen fee	\$20 (RSO) \$75

N/C: No Charge

