



**Student Union Reservations Office
419-530-5202**

USE OF FOOD AND/OR CATERING IN MEETING ROOMS

The University Of Toledo has an open catering policy. It is permissible, in some instances, to use outside sources for meal functions for meetings, however all policies set by the University must be adhered to when determining a caterer or food supplier. In addition, the Student Union and Student Center have imposed the following regulations.

- (1) All individuals or groups who intend on serving food items must notify the Reservations Office of this intent and supply the Reservations Office with the name of the caterer or source of the food items.
- (2) All food items must come from a licensed operation. Due to health regulations, no home cooked food is permitted.
- (3) Catering bills totaling \$500 or less do not need to go through the Campus Dining Office, however, for all orders over \$500, the Campus Dining Service provider has first right of refusal. This means that if Campus Dining Service can provide the same menu for a similar price, then Campus Dining Service must be used or they must sign off on providing for the event.
- (4) The individual or group who has reserved the room in which food will be served is responsible for all coordination of the food, all clean up of the room following the meal and all pick up and drop off of items delivered to the Student Union or Student Center relating to the meal.
- (5) If an outside caterer is to be used, it is the responsibility of the individual or group to contact the Reservations Office in the Student Union as to the appropriate time food or catering items may be dropped off to the meeting location.
- (6) It is the responsibility of the individual or group that scheduled the room to insure that all food, beverage and catering supplies are removed from the meeting room at the conclusion of the meeting.
- (7) All catering supplies are the sole responsibility of the individual or group.
- (8) If the caterer is in need of water supply or set up space, coordination of such must be made with the Reservations Office in the Student Union.
- (9) Caterers are not permitted to use the main kitchen areas in the Student Union or the Student Center, nor will they have access to refrigeration or warming equipment.
- (10) All groups who elect to use an outside caterer will be assessed a trash removal charge, which will vary depending on the size of the room. Specific rates are available in the Reservations Office, SU 2525.
- (11) All meeting rooms must be left in the condition in which they were found. Excessive clean up on the part of the Student Union or Student Center will result in an additional clean up fee assessed to the individual or group that utilized the room(s).