1. **Information to be provided to SPO Special Events and Scheduling:**
   a. **Contact Information**
      1.) Name of vendor
      2.) Vendor contact person
      3.) Vendor phone number
      4.) Vendor email
      5.) Departmental sponsor must provide department coordinator telephone number.
         Access to the department coordinator using this number must be available to SPO Special Events and Scheduling at all times
      6.) Vendor must provide on-site telephone number
   b. In advance of the event, vendor/caterer must provide equipment drop off and pick up information. **Please note that parking is not available; caterer/vendor staff will need to find on-street or commercial parking lot**
      1.) Number of commercial vehicles
      2.) Arrival date and time – equipment set up
      3.) Arrival date and time – equipment removal.
      Equipment must be removed at the event's end. Any equipment left after that period will result in a $50 charge to the reserving department for use of space. This includes loading docks.

2. **Site information**
   a. Facilities must be left in the condition they are found. Any charges incurred by SPO as a result of failure to return facilities to pre-event condition will be journaled to the sponsoring department.
   c. Equipment requirements. Notification to coordinate for the following items must be received **2 business days prior to the event:**
      1.) Staging in BRB loading dock area (see below for conditions)
      2.) If using equipment requiring electric, voltage/current information (see below for allowable Equipment)
      3.) Drop off time if before 8 AM on day of event (see below for conditions)
   c. Sponsoring department **must** provide department coordinator telephone number. **Access to the coordinator using this number must be available to SPO Special Events and Scheduling at all times.**
   d. Caterers/vendors **cannot** deliver or leave equipment in any facility space the day before an event
   e. Use of tents must be in compliance with University of Pennsylvania Division of Public Safety Fire & Emergency Services guidelines. These guidelines are available from the SPO Coordinator
   f. Ovens/grills used for outside events must be located a minimum of 50' from any building
   g. Caterers/vendors cannot move School of Medicine furniture

3. **Staging / prep information**
   a. Pantries are available on the 1st floor of BRB and on the 14th floor of BRB
   b. Should vendor require drop off prior to 8am, vendor must notify SPO office (215-573-5555) in advance. If advance notice was not possible, vendor must still notify the SPO Coordinator (267-246-9222) regardless of the hour of the day. Vendors **may not leave equipment on the loading dock without this notification.** Someone **must** be present to receive it.
   c. Ice and all liquid items must be contained in plastic containers to avoid leakage
   d. Caterers/vendors must use their own staff for loading, unloading, setup, and teardown. Support Services staff is not available for this purpose
   e. All equipment needed by the caterer must be approved and requested by the customer only
   f. With 2-business-day prior approval from the SPO Coordinator, staging on the BRB loading dock is permitted after 1pm the day of the event, provided that food is not exposed
g. Open flames and gas ovens/stoves are not allowed in any indoor facility, including loading docks
h. Hot ovens / warming ovens with Sterno are acceptable with 2-business-day prior approval from SPO Coordinator
i. Burners and electric convection ovens may be used with 2-business-day prior approval, and after providing voltage/current information to SPO Coordinator (267-246-9222, 267-246-8890). Burners and ovens are limited to use on appropriate counter surfaces only in the 1st floor BRB pantry and the 14th floor BRB pantry

4. Breakdown / pickup information
   a. Pantries, prep areas, and refrigerators must be cleaned after use. Facilities must be left in the condition that it was found
   b. Food, ice and beverages must be removed from refrigerators and facilities immediately following event
   c. Spills and waste must be cleaned before the caterer/vendor leaves the site
   d. Boxes, trash and other materials must be removed from the site and taken to the trash or recycle bins or with the caterer/vendor immediately following the event. Reserving department will be responsible for any cost incurred as a result of failure to properly clear site
   e. All caterer/vendor equipment must be removed by three hours after the event’s end. Any equipment left after that period will result in a $50 charge to the reserving department for use of space. This includes loading docks
   f. Reserving department is responsible for any damage incurred or additional cost arising from the caterer/vendor provision of service

Any caterer or vendor who does not follow to the above guidelines will be notified of this negligence and may be banned from using SOM facilities for future events

Any reserving department who has sponsored a caterer/vendor is responsible for enforcement of these guidelines. Failure to follow guidelines will result in additional charges to the reserving department