GUIDELINES FOR CATERER and VENDOR USE OF SOM SPACE

• All catering information must be reported to Special Events and Scheduling: name of company, contact person & phone number.

• Parking is not available; caterers/vendors will need to find on-street parking.

• Pantries are available in BRB II/III spaces for caterer’s prep and staging.

• Pantries, prep areas, and refrigerators must be cleaned after use. Facilities must be left in the condition that it was found.

• Food, ice and beverages must be removed from refrigerators and facilities immediately following event.

• Spills and waste must be cleaned before the caterer/vendor leaves the site.

• 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.

• Open flames and gas and/or electric ovens/stoves are not allowed in any indoor facility, including loading docks.

• Hot ovens with sterno are acceptable.

• Ovens, grills used for outdoor events must be 50’ away from all buildings.

• Ice and all liquid items must be contained in plastic containers to avoid leakage.

• Caterers, vendors and/or rental companies cannot deliver or leave equipment in any facility the day before an event. 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.

• Caterers/vendors cannot move School of Medicine furniture.

• Caterers/vendors must use their own staff for loading, unloading, setup, and teardown. Support Services staff is not available for this purpose.

• Reserving department is responsible for any damage incurred or additional cost arising from the caterer/vendor provision of service.

Any cater who does not adhere to the above guidelines will be notified of their negligence and may be banned from using facilities for future events.