

GUIDELINES FOR CATERER AND VENDOR USE OF PSOM SPACE

1. **Information to be provided to Scheduling & Event Services by Event Organizer:**

- a. Contact Information
  - 1.) Name of vendor
  - 2.) Vendor arrival time to the loading docks
- b. If vendor/caterer is renting equipment in advance of an event, the vendor/caterer must provide equipment drop off and pick up information with times to department event coordinator. *Please note that parking is not available; caterer/vendor staff will need to find on-street or commercial parking lot.*
- c. All caterer equipment and rental equipment **MUST** be removed at the end of an event. ANY equipment left after the takedown period will result in a fee to the reserving department for use of space. This includes equipment left on loading docks.

2. **Site and Equipment information**

- a. Facilities and SPO resources scheduled for the event must be left in the condition they are found. Any charges incurred by SPO as a result of failure to return facilities and resources to pre-event condition will be journaled to the sponsoring department.
- b. 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)
- 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 Division of Public Safety Fire & Emergency Services guidelines. These guidelines are available on the University Public Safety website.
- 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 in BRB on the 1<sup>st</sup> and 14<sup>th</sup> floors. Also in Jordan Medical Education Center. Caterers must use pantry space for events in these buildings. If pantry space is unavailable but prep space is still needed, temporary partitioned space may be setup by event staff for a fee. These arrangements are acceptable with a 2-business-day request prior to the event.
- b. Should a non-pantry space be made available for caterer prep, the entire space including tables, chairs, and floors must be covered and protected.
- c. Should vendor require drop off prior to 8am, vendor must notify the Penn Medicine organizer in advance. SES will notify security of the time the vendor will arrive to the school. This arrangement may result in security overtime fees.
- d. *Vendors may not leave equipment on the loading dock unattended. Someone **must** be present to receive it.*
- e. Ice and all liquid items must be contained in plastic containers to avoid leakage.
- f. Caterers/vendors must use their own staff for loading, unloading, setup, and teardown. Event Support Services staff is not available for this purpose.
- g. All equipment needed by the caterer must be approved and requested by the customer only. Caterers cannot ask for PSOM equipment on the day of the event.
- h. Open flames and gas ovens/stoves are **NOT** allowed in any indoor facility, including loading docks.
- i. Hot ovens / warming ovens with Sterno are acceptable with a 2-business-day prior approval from SES. Sterno may **NEVER** be left unattended.
- j. If SPO Event equipment is damaged due warming ovens or sterno, the cost of replacing the table will be journaled to the sponsoring department.

**4. Breakdown / pickup information**

- a. Pantries, prep areas, and refrigerators must be cleaned after use. All PSOM spaces must be left in the condition they were found.
- b. If a non-pantry space is used for caterer prep all coverings should be removed and disposed of when leaving the space.
- c. Food, ice and beverages must be removed from refrigerators and facilities immediately following event.
- d. Spills and waste must be cleaned before the caterer/vendor leaves the site.
- e. 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 fees incurred as a result of failure to properly clear site.
- f. Reserving department is responsible for any damage incurred or additional cost arising from the caterer/vendor provision of service

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***Any caterer or vendor who does not follow to the above guidelines will be notified of this negligence and may be banned from using PSOM 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 fees to the reserving department.***

**Contact Information:**

**Scheduling & Event Services Office: 215-573-5555 [somsched@pennmedicine.upenn.edu](mailto:somsched@pennmedicine.upenn.edu)**

**PSOM Security: 215-898-0196**

**HUP Security: 215-615-5656 (Smilow and SPE/JMEC Bldgs.)**

**FES Emergencies: 215-573-3333 or 511 from any campus phone**

**HUP Safety Office: 215-615-3422**