

Food and Beverage Policies

University Center & UC Satellite

(Effective 8/1/2005)

University of Houston (UH) Catered Food Service

Arrangements for catered food service may be made directly with UH Dining Services, located in Room #267 of the University Center (UC), Phone #713-743-FOOD (743-3663).

Additional Food Options

In addition to food services provided by UH Dining Services, reserving party may choose a caterer of their choice and/or provide their own store-purchased food items or home-cooked food. Reserving departments, student organizations, companies, and individuals are responsible for ensuring that all policies are followed. **All parties must indicate the type of food/catering service to be utilized when submitting their completed Reservation Form.** The policies regarding Off-Campus Caterers and Providing Own Food/Drink Products (pre-packaged/store-purchased food/drinks or home-cooked food) for events/activities in the UC and/or UC Satellite are listed below:

I. Providing Own Food/Drink Products

The reserving party has two options related to providing own food/drink products:

- **Pre-packaged store-purchased items** may be carried into any room/space within the UC or UC Satellite (i.e. cookies, cakes, beverages*, popcorn, chips, pizza, etc.).
- **Home-cooked foods that require additional cooking, heating, or cooling** where a kitchen appliance will be used (i.e. crock-pot, blender, etc.) for potluck, shared-dish meals, or receptions, etc. may be carried into meeting rooms. Please note the following additional requirement when requesting the use of a pre-set room. **Due to potential safety/fire/damage concerns, the reserving party must consult with the staff of the UC Conference and Reservation Services Office to identify the appropriate number and location of catering tables needed for a buffet setup. Board/conference tables are not to be used as buffet serving tables.** The following pre-set rooms fall into this category (UC - Atlantic, Baltic, Pacific, Palo Duro, Rio Grande, Rodeo, & San Jacinto; UC Satellite - Claudette).

II. Off-Campus Caterers

The reserving party may choose a licensed and insured off-campus caterer to provide food services.

- **If alcohol is planned**** as part of an event, please note alcohol and food services **must be provided by UH Dining Services** and will be invoiced separately. UH Police will also be required at these events; additional charges will be included with the event bill.
- **A Certificate of Insurance** from the Caterer must be submitted a minimum of ten (10) business days prior to the event or the event may be cancelled. **The Certificate of Insurance must include/name UH as “an additional insured party”** for the dates of the event/activity.
- Caterers **will not** have access to any University catering kitchens nor will they have access to refrigeration or warming equipment.
- A small food staging area is located on the Second (2nd) floor of the UC for use by an off-campus caterer, depending upon availability.
- **All catering supplies/equipment used by the caterer must be removed** from the space/room at the conclusion of the event (and/or by the reservation end time) or an additional fee may be imposed on the reserving party.
- The UC and/or UC Satellite can provide tables, chairs, portable stage platforms, and some miscellaneous equipment for banquets and receptions. **The off-campus caterer must supply dishes, linens, utensils, warmers, etc.** (all catering supplies needed).

III. Exclusive Beverage Contract*

All reserving parties carrying in drinks from off-campus must comply with and follow the University of Houston exclusive beverage contract with the **Houston Coca-Cola Bottling Company** (i.e. must use COKE products including bottled water on the UH Campus for meetings, events, activities, bake sales, blood drives, etc.). Contact UC Conference and Reservation Services for an updated product list.

IV. Alcohol Service for Events**

All alcohol service **must** be provided by UH Dining Services, the holder of the liquor license. Alcohol service will be invoiced separately.

- The reserving party must complete a **Registration of Alcoholic Beverage Distribution Form** through the Dean of Students Office for review and approval *when UH students are expected or anticipated to attend the function*. Forms are available from the UC Conference and Reservation Services Office or via the UH website under the Dean of Students Office link: <http://www.uh.edu/dos>.
- Since alcohol service will be restricted to UH Dining Services as the provider, **all catered food to accompany alcohol service as part of meetings/events must be provided by UH Dining Services**. Split-catered services will not be permitted if alcohol service is planned by the reserving party.
- Food and non-alcoholic beverages must be available at all functions where alcohol will be served.

V. Space/Room Condition After Use

All meeting rooms/spaces must be left in the same condition they were provided at the beginning of the event. If it is determined by UC or UC Satellite staff that **excessive cleaning** is needed for a room/space at the conclusion of a meeting/event, **a Cleaning Service Fee will be imposed on the reserving party**. Acceptable cleaning industry standards will be used as a guide to make decisions regarding the need for excessive cleaning of a room/space.

The Cleaning Service Fee for all meeting rooms in the UC and UC Satellite is as follows:

- **Houston Room (with or without Perimeters) = \$150.00.**
- **All other meeting rooms/spaces = \$50.00 each (including the Mediterranean Room).**

VI. Overall Responsibility

The reserving party of the room in which food will be served (if carried in or provided by an off-campus caterer) will be responsible for coordination of all details related to the food, all clean-up of the room after the event, and all pick-up and drop-off of food/beverage items delivered to or carried into the UC or UC Satellite.

VII. General Access for Loading/Unloading, Parking and Elevators

- **Loading/Unloading:** Off-campus caterers and groups must use the East UC Loading Dock to load/unload all catering items/supplies/equipment. Loading and unloading of items, etc. should not take place in front of the building (UC Circle Drive). **Vehicles may only be parked briefly** at the UC Loading Dock while loading/unloading items. **We request that the garbage dumpster or other university vehicles are not blocked. No parking in fire zones.** Any vehicle found in violation may be towed at the owner/operator's expense.
- **Parking:** Vehicles must be moved ASAP after unloading to a regular parking space available for visitors/guests. Regular passenger vehicles or small catering/delivery trucks may park in Visitor Parking Lot (1B), next to the UC for closest available parking. Weekdays, the cost is \$3 Per Entry into the gated lot. On weekends, the gate is usually up and free. For larger catering trucks, contact UH Parking at 713-743-5854 if special arrangements need to be made.
- **Elevators:** Off-campus caterers and groups must use the UC Service Elevator located behind the Houston Room, east side of the building, to deliver and remove food/beverages to rooms /spaces in the UC (especially if dollies, carts, etc. are required to move items). **Public elevators should not be used for transporting large quantities of food items/beverages/catering equipment or supplies.**
- **On-Site Access Assistance:**
 - Weekdays Business Hours before 5:00 p.m.**
Contact the UC Conference and Reservation Services Office located in Room #210 of the UC, Phone #713-743-5287. For events scheduled in the UC Satellite contact the UC Conference and Reservation Services Office in advance to make arrangements.
 - Weekdays after 5:00 p.m. or on Weekends**
Contact the Customer Relations Manager (CRM) on duty at their office located on the First (1st) floor next to the public elevators prior to unloading/loading for your event. A CRM or Housekeeping Staff Member will be available to meet the caterer or group at the UC Loading Dock to provide directions/access through the building. *If the CRM is out on building rounds and not in their office, please see instructions on the wall next to their office to page them for assistance.*