

# UNIVERSITY of HOUSTON

## STUDENT CENTERS

### Food and Beverage Policies

#### **University of Houston (UH) Catered Food Service – Fresh Fork**

Arrangements for catered food service may be made directly with UH Dining Services Catering.

Website: <https://dineoncampus.com/uh/fresh-fork-catering> Phone: 713-743-2022.

Hours of Operation: 8:00am - 5:00pm. Email: [catering@uh.edu](mailto:catering@uh.edu)

#### **Additional Food Options**

In addition to food services provided by UH Dining Services, a reserving party may choose a caterer of their choice and/or provide their own store-purchased food items. 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 Student Centers Reservation Request Form.** Policies regarding Off-Campus Caterers and Providing Own Food/Drink Products (pre-packaged/store-purchased food/drinks) for events/activities in the Student Centers are listed below:

#### **I. Providing Own Food/Drink Products**

- Pre-packaged store-purchased items may be carried into any room/space within the Student Centers (i.e. cookies, cakes, beverages, popcorn, chips, pizza, etc.).
- The Student Centers has 2 Break Rooms that can be used for temporary storage and staging of food and beverages.
- The Student Centers also has an Ice Machine available by advance request for scheduled events within the Student Centers.

#### **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.

- Registered Student Organizations must submit a Certificate of Insurance from the Off-Campus Caterer through Get Involved a minimum of five (5) business days prior to the event or the event may be subject to cancellation.
- Campus Departments & Off-Campus Groups must submit a Certificate of Insurance from the Off-Campus Caterer to the Conference and Reservation Services email: [cars@uh.edu](mailto:cars@uh.edu) a minimum of five (5) business days prior to the event or the event may be subject to cancellation.
- The Certificate of Insurance must include/name UH as “an additional insured party” for the dates of the event/activity.
- Off-Campus Caterers will not have access to any University-operated UH Dining Services catering kitchens, refrigeration, or warming equipment.
- Two small Break Rooms consisting of microwave, stovetop, oven, refrigerator, and sink are available when booked in advance and in conjunction with a reservation for a room within the Student Centers.
- All catering supplies/equipment used by the Off-Campus 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 Student Centers can provide tables, chairs, portable stage platforms and some miscellaneous equipment by advance reservation request for banquets and receptions. The Off-Campus Caterer must supply all catering supplies such as: dishes, linens, utensils, warmers, etc.

### **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 and juices on the UH Campus for meetings, events, activities, bake sales, blood drives, etc.). Product list can be found at [Coca-Cola Exclusive Distribution Policy](#).

### **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 Student Centers Conference and Reservation Services or via the UH website under the [Dean of Students Office](#).
- 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 a Student Centers staff member that excessive cleaning is needed for a room/space at the conclusion of an 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 minimum cleaning service fee for all meeting rooms in the Student Centers are as follows:**

- **Large event spaces = \$150.**
- **All other meeting rooms/spaces = \$50.**

## **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 Student Centers.

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

- **Loading/Unloading:** Off-campus caterers and groups must use the Student Centers 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 (Student Center Circle Drive). Vehicles may only be parked briefly at the Student Center Loading Dock while loading/unloading items. We request that the dumpsters or other university vehicles are not blocked. No parking is permitted in fire zones.** Any vehicle found in violation may be towed at the owner/operator's expense.
- **Elevators:** Off-campus caterers and groups must use the Student Center South Service Elevator accessed from the loading dock via the service corridor on the first floor or adjacent to the back exit doors of the Ballroom and Houston Room on the east side and second floor of the building, to deliver and remove food/beverages to rooms /spaces in the Student Center (especially if dollies, carts, etc. are required to move items). All food, table ware, furniture and support equipment must be removed immediately after the event. **Public elevators should not be used for transporting large quantities of food items/beverages/catering equipment or supplies.**
- **Parking:** Vehicles must be moved immediately after unloading to a regular parking space available for visitors/guests ASAP. Regular passenger vehicles or small catering/delivery trucks may park in the Welcome Center Garage (visitor's entrance) or at any metered visitor/guest parking space at any time. The UH Information Booth on University Drive can provide detailed information about available parking or refer to the [Parking & Transportation website](#) for additional parking rate information. Large catering trucks, please contact UH Parking at 832-842-1097 if special arrangements need to be made to provide parking.

## **VIII. University of Houston Temporary Food Dealer's Policies and Procedures**

A complete list of UH Temporary Food Dealer's Policies and Procedures can be found on the UH Department of Public Safety Fire Marshal's Office website: <https://uh.edu/ehls/general/food-safety/temp-dealer/uh-temporary-food-dealers-policy---updated.pdf>.

- Break Rooms include a microwave, stovetop, oven, refrigerator, and sink. Break Rooms can only be reserved for use with other spaces within the Student Center. Contact Student Centers Conference and Reservation Services for more information about access and amenities provided within these spaces.
- ***On-Site Loading Dock Door and Service Elevator Access Assistance:***  
***Weekdays Business Hours 8:00 a.m. – 5:00 p.m.***  
*Contact Student Centers Conference and Reservation Services located in the Student Center South Suite 271, or by phone at 832-842-6167*  
***Weekdays after 5:00 p.m. or on Weekends***  
Contact the Customer Relations Manager (CRM) on duty at 832-842-6207 or at their office in the Student Center South, Room 143 on the first (1st) floor next to the Information Center prior to unloading/loading for your event. A CRM or Setup Staff Member will be available to meet the caterer or group at the Student Center Loading Dock to provide directions/access through the building. If the CRM is out on building rounds and not in their office, please contact the staff member on duty at the Information Center so they may call upon additional staff for assistance.