CATERING EXEMPTION POLICY

When the Allen Chapman Student Union (ACSU) grants a catering exemption for on campus events held in the facility, the organization and their caterer are responsible for:

- Liability
- Purchases
- Set-Up
- Service and
- Clean-up

There is a resultant liability for compliance

- With reasonable food handling practices and
- For damages from the food service

Both the ACSU Director’s Office and Sodexo Dining Services must review and agree that a catering exemption can be granted. The organization/client must then agree to hire catering attendants (charges apply) through Sodexo to be present for on-site management as it relates to the food portion of the event.

If Sodexo Dining Services is unable to approve/provide catering attendants then the event may need to be postponed to another date.

Upon arriving at ACSU, a representative must proceed to the ACSU Administrative Office (2nd floor front office) to check-in with the ACSU Office Staff / Student Manager to confirm the event set-up and to make contact with the catering attendant(s) assigned to the event who will assist you with gaining access to the service area.

Delivery and/or transportation of the food

- Must be brought upstairs by the Service/Freight Elevator (South East corner of ACSU) and second floor back Service Hallway (south side of Great Hall)
- Caterer and organization is prohibited from using the Faculty Club for any purpose
- No food or garbage may be transported across
  - Public lobbies
  - Public stairwells or
  - Public passenger elevators
  - Meeting rooms or lounges not being catered

Decoration Policies (overview)

- No candles or open flames (candles may be used if in vase -- floating in water)
- No confetti, glitter or particulate matter
- No colored crepe paper or material that can bleed and stain tables, floor, wall
- No tape or silly putty on walls, trim or floors
- No furniture, fixtures or equipment may be moved except by ACSU employees

Storage Space

- Is not available in ACSU
  - Please deliver, set-up and remove ALL materials associated with the event within the times listed on the reservation agreement (event contract)
Clean-Up

- Please leave the facility as you found it
- Collect debris from tables and dispose of it. Please do NOT brush it off the tables onto the floor
- Pick-up and dispose of all trash accumulated during the event
  - Trash must be taken to the dumpster at the loading dock
  - do NOT leave trash in the room / building or a fine may be imposed
- Liquids must be dumped OFF-SITE
  - They may not be dumped in restrooms or the dumpster
  - No food service materials may enter the restrooms

Events held in ACSU that request to have alcoholic beverages sold or served at their event(s) **must** utilize Sodexo Dining Services (security required – charges apply). Dispensation of alcohol must end 30 minutes prior to the end of the event.

A clean-up fee will be assessed to the organization if the ACSU staff must provide clean-up services after self-catered events.

Non TU groups must utilize Sodexo Dining Services for all catering needs. ACSU operates under an exclusive agreement with Sodexo Dining Services.

**Helpful Information --- Websites**

*General Information for ACSU*
http://www.utulsa.edu/acac

*Using ACSU (reservation information and policies)*

*Catering Information*

*Student Affairs (event/alcohol registration forms)*

**Contact Information**

**Director's Office**
918-631-2251

**TU / Sodexo Dining Services**
918-631-2145

440 South Gary Avenue (street address)
800 South Tucker Avenue (mailing address)
Tulsa, OK  74104