

## Self-Catered Event Guidelines

On-campus organizations and departments may self-cater if the dollar value of the food being provided is **less than \$100.00**. (Non university groups/organizations **must** utilize TU Dining Services)

Self-catering includes items that are purchased from an area restaurant or items that can be purchased pre-packaged (cookies, chips, deli trays, soft drinks) from a local grocery or convenient type store. **Homemade items of any kind are not permitted.**

If a group chooses to self-cater then that group assumes all liability and responsibility for clean-up.

Only certain rooms in the facility are available for self-caterings (Chouteau, Gallery, Administrative Conference Room and the Atrium).

Self-caterings must be approved in advance by the Administrative Office of the Allen Chapman Activity Center.

### CLEAN-UP

\_\_\_ **Preparation:**

Food must be pre-packaged to avoid spills when transporting

\_\_\_ **Arrival:**

Check with the Student Manager in the Administrative Office when you arrive so that they may open the room for you

\_\_\_ **Clean-Up:**

Please leave the facility as you found it

- \_\_\_ Collect debris from table and dispose of it
- \_\_\_ Do NOT brush debris off the table onto the floor
- \_\_\_ Place paper and plastic trash in rolling trash cans  
*(Ask the Student Manager in the office to supply if not already in the room)*
- \_\_\_ Place aluminum cans in the blue recycle containers
- \_\_\_ Pile pizza boxes separately, they waste space in cans

\_\_\_ **Follow-Up:**

Contact Student Manager

- \_\_\_ Confirm clean-up
- \_\_\_ Have them show you where to roll the trash cans for later dumping

**Please contact the Administrative Office if you have any questions  
631-2251**