University of Houston (UH) Catered Food Service
Arrangements for catered food service may be made directly with UH Dining Services Catering Office located at
4700 Calhoun Rd., in Suite 102 (Calhoun Lofts Building), Houston, TX 77004
Phone 832-842-5998.  Hours of Operation: 9:00 am - 4:00 pm. Email: uhcatering@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 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 Student
Centers Reservation Request Form. 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 Student
Center or Student Center Satellite are listed below:

I. Providing Own Food/Drink Products
The reserving party has two options related to providing own food/drink products:
   o **Pre-packaged store-purchased items** may be carried into any room/space within the Student
     Center or Student Center Satellite (i.e. cookies, cakes, beverages, popcorn, chips, pizza, etc.).
   o **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 Student Centers Conference and Reservation Services
     staff in advance 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.
   o The Student Center has available for reservation on the second floor two Break Rooms* that can
     be used for temporary storage and staging of food and beverages.
   o The Student Center also has Ice Vending** available by advance request for scheduled events
     within the Student Center.
   o Groups that are serving food to members of their group, RSO, office staff or family, are not
     required to provide a food permit unless the food is being sold.
   o Individually wrapped pre-packaged retail foods or sealed retail individual beverage containers
     such as bottled water, soda, bags of chips or candy would not require a food handling permit. This
     only applies to food packaged at a food processing facility. Homemade food and food purchased
     from a restaurant will require a Temporary Food Dealer’s Permit from the UH Fire Marshal’s
     Office.

*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.

II. Off-Campus Caterers
The reserving party may choose a licensed and insured off-campus caterer to provide food services.
   o 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.
   o A Certificate of Insurance from the Off-Campus Caterer must be submitted a minimum of
ten (10) 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.
   o Off-Campus Caterers will not have access to any University operated UH Dining Services catering
     kitchens, refrigeration, or warming equipment.
o 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 Center.

o 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.

o The Student Center and/or Student Center Satellite 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 dishes, linens, utensils, warmers, etc. (all catering supplies needed).

*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.

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 www.uh.edu/studentcenters/reservations/policies/coca_cola.pdf.

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.

   o 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 link: http://www.uh.edu/dos.

   o 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.

   o 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 Center or Student Center Satellite staff member 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 minimum cleaning service fee for all meeting rooms in the Student Center and Student Center Satellite is as follows:

   o Large event spaces = $150.00.
   o All other meeting rooms/spaces = $50.00 each.

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 Center or Student Center Satellite.

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 ASAP after unloading to a regular parking space available for visitors/guests. Regular passenger vehicles or small catering/delivery trucks may park in the Welcome Center Garage at any time or in open surface lots evenings and weekends. The UH Information Booth on University Drive can provide detailed information about available parking or refer to the following website for additional parking rate information. [http://www.uh.edu/pts/parking-rates.htm](http://www.uh.edu/pts/parking-rates.htm). Large catering trucks, please contact UH Parking at 713-743-5854 if special arrangements need to be made to provide parking.

***On-Site Loading Dock Door and Service Elevator Access Assistance:***

**Weekdays Business Hours before 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. For events scheduled in the Student Center Satellite contact the Student Centers Conference and Reservation Services 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 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.**

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 ([http://www.uh.edu/ehls/fire/](http://www.uh.edu/ehls/fire/)) or at the following link.


*Revised 5/21/2015*

*Established 8/1/2005*