



# Administrative Policies and Procedures

## Office of the Executive Vice President for Administration

Policy Title        Catering Information  
Last Revised      December 7, 2015

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### **CATERING INFORMATION**

The Auraria Campus features a variety of caterers who are authorized to provide services within the buildings and on the Campus grounds. This approach has been selected in order to allow users of the Campus facilities to have multiple catering options. Food or beverages served in the Auraria Campus facilities must be provided by one of these Authorized caterers (no other caterers will be allowed to serve within the conference facilities). Auraria Campus Event Services will serve as the control point for proper utilization of Authorized Caterers.

Exceptions to this exclusive option include: institutions, recognized student organizations and community groups who are catering in “Neighborhood Buildings” or in Campus Outdoor spaces; commercial Student Auxiliary lease holders who wish to cater within their leased space; existing Tivoli restaurant lease holders who cater within their leased space or recognized student organizations, Student Activities/Student Life Offices and official departments, which involve an attendance of less than 35.

At the time of placing the reservation request, notify the ACES staff of the type of catering planned (i.e., banquet, reception, light breakfast, etc.) and the Authorized Caterer that you plan on using. The staff will provide information about the designated caterers and contact phone numbers, etc.

Consult with your caterer regarding necessary lead time for major banquets set-ups, etc. Scheduling of additional time to allow for catering set-ups and clean-ups may be required dependent upon the nature of catering services. The client scheduling the room will be responsible for any additional charges associated with holding the room extra time for catering set-up and clean-up. Failure to schedule extra set-up and clean-up times will result in the client being charged accordingly, and may result in additional penalty fees if the set-up or clean-up disrupts other scheduled events.

Recognized student organizations and the Student Activities/Life Offices which schedule open campus events may be exempt from the exclusive catering option, provided the following conditions apply:

1. Food items are to be distributed, not sold.
2. Food items are limited to single serving, pre-packaged chips, pretzels, crackers, and candy or other items as approved by the Director of Student Facilities Services or their designee.
3. Beverages are limited to single canned, single serving sodas, ice teas, and fruit drinks. Glass bottles are not allowed.
4. Any required licensing, insurance or associated fees are the responsibility of the sponsoring organization.