

LBJ STUDENT CENTER FOOD POLICIES

Reserving organizations and departments are responsible for adhering to all guidelines.

Off-campus Caterers

1. All caterers must be University-approved. A list of approved caterers is available in the Conference Services Office. Caterers who are not approved can apply through Auxiliary Services for permission to serve in the Student Center.
2. The reserving party must **supply** the Coordinator of Conference Services with the **name of the caterer at least 2-weeks prior to the event**
3. The reserving party is responsible for making sure the caterer adheres to the terms and conditions of the contract signed with the University. The **caterers** are to **supply their own trashcans, trash bags and other necessary cleaning items**. All **trash must be removed from the area** and the kitchen left clean. All charges for damages or insufficient cleaning caused by the caterers will be charged to the CLIENT.
4. The Student Center provides tables, chairs and other miscellaneous furniture for banquets and receptions. The caterer must supply dishes, linens, utensils, warmers, etc. There is a kitchen located behind the Ballroom with a sink, water & ice machine.
5. The reserving party must work with the Coordinator of Conference Services to reserve Loading Dock space for the caterers to load/unload. All equipment must be brought in through the loading dock. **Under no circumstances should caterers use the Bus Loop to load/unload equipment.**
6. **All alcoholic beverages must be purchased through the University Food Contractor. All events with alcoholic beverages must have security provided by the University Police.** The reserving party is responsible for all security charges.
7. In the event that the Student Center may need to open early or remain open later than regular operating hours to accommodate catering set-up or clean up, the reserving party shall assume financial responsibility.

University Food-Service Contractor (Chartwells)

1. All negotiations and confirmations concerning the food must be conducted directly with Chartwells.
2. Billing for events in the Student Center using Chartwells will go through the LBJ Student Center Conference Services Office. Chartwells will provide the Student Center with an invoice for their charges and the Student Center will charge the client. Payment for both the food and room should be made out to Texas State University

Non-Catered Food

1. Events with food provided by the reserving party must have a signed Food Waiver Form on file with the reservation. When the reserving party provides food or beverages, the reserving party assumes liability.
2. All food items must be precooked prior to arriving at the Student Center
3. **All trash should be properly disposed of and not left on tables and counters in the rooms. Student Center personnel should be notified if extra trash receptacles are needed.**