

September 1, 2014

Event Catering on Campus Guidelines

General notes:

1. Catering shall use electric food warmers for all events. Sterno warmers may only be used if Catering monitors the sterno full time.
2. Limited catering means no hot food and basic catering.
3. Catering is not permitted in ANY other rooms or locations not noted in the following tables, including but not limited to the following:
 - a. All Classrooms, Labs, Offices & Faculty Lounges
 - b. McCarthy Center club rooms
 - c. Graduate Student Lounge (HH-210)
4. Catering, within two (2) hours of the completion of a catering event, shall remove all food and equipment related to the catering services provided for meetings, conferences and special events. Catering shall clear and dispose of all visible food waste from the furniture and floor.
5. Addition fee for maintainer detail is \$40.00 an hour. Facilities will determine the need for a detail and the hours charged.

Rooms and Locations Approved for Catering Services Delivery

ROOM	NOTES
McCarthy Center-Forum	Weekday breakfast, lunch and dinner service. Please bring to our attention high profile events.
McCarthy Center -FSDR	7:00am-9:00am & 4:00pm-8:00pm
McCarthy Center -309 (Alumni Room)	Weekday breakfast, lunch and dinner service. Please bring to our attention high profile events.
McCarthy Center Dining Commons Annex	Always requires approval. A detail will be required for room cleaning. Please bring to our attention high profile events.
McCarthy Center -FSDR	7:00am-9:00am & 4:00pm-8:00pm
McCarthy Center -1839	Weekday breakfast, lunch and dinner service. Must bring to our attention high profile events
McCarthy Center -Dean's Conference Room (DCR)	Limited weekday breakfast, lunch and dinner service. A detail may be required for room cleaning.
McCarthy Center -Starbucks	Available during hours that the Starbucks is closed. Tables cannot block the front doors.
Library Archives Room	Limited basic weekday breakfast and lunch. A detail may be required for room cleaning.
Athletic Center - PCR2	Weekday breakfast, lunch and dinner service. A detail may be required for room cleaning.
HH-209 (Food Lab)	Food & beverage must remain in this location
HH-208 CELTTS	Limited Food & beverage must remain in this location
North Hall Commons Room	Weekday breakfast and lunch. Limited catering service after 4pm. A detail may be required for room cleaning.

FRAMINGHAM STATE UNIVERSITY FACILITIES USE POLICY FOR CAMPUS EVENTS

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Rooms and Locations That Require Prior Facilities Approval for Catering Services

ROOM	NOTES
McCarthy Center -309 (Alumni Room)	A detail may be required for room cleaning after 3:30pm.
McCarthy Center -1839	A detail may be required for room cleaning after 3:30pm.
McCarthy Center -Concourse	Always requires approval. A detail may be required for room cleaning.
McCarthy Center -Dean's Conference Room (DCR)	A detail may be required for room cleaning after 3:30pm.
Library – Archives Room	Only weekend service requires approval. Evening service not available. A detail may be required for room cleaning.
Library-Lobby	Always requires approval. A detail may be required for room cleaning.
Library-Multicultural Center	Always requires approval- basic catering only. A detail may be required for room cleaning.
Library-Pit	Always requires approval-basic catering only. A detail may be required for room cleaning.
Athletic Center – PCR2	Only evening (after 3:30pm) & weekend service requires approval. A detail may be required for room cleaning.
Athletic Center-Trophy Area	Always requires approval. A detail may be required for room cleaning.
Athletic Center-Alcove to the left of the entrance.	Always requires approval. A detail may be required for room cleaning.
Crocker Grove	Always requires approval. A detail may be required for room cleaning.
Dwight Hall-Old Gym	Always requires approval. A detail may be required for room cleaning.
Heineman Ecumenical Center	Always requires approval. A detail may be required for room cleaning.
Honors House	Limited weekday breakfast and lunch service prior to 3:30pm. A detail may be required for room cleaning.
Welcome Center	Always requires approval. A detail may be required for room cleaning.
Residence Halls- Common Rooms	Limited catering. Always requires approval. A detail may be required for room cleaning.
CASA	Limited weekday breakfast and lunch service prior to 3:30pm. A detail may be required for room cleaning.

Rooms & Locations Requiring VP or Presidential Approval

ROOM	NOTES
DH -PCR1	A detail may be required for room cleaning.