



Health Sciences Center
University of Oklahoma
StudentAffairs

REQUIRED GUIDELINES FOR CATERERS

- A copy of the caterers Food Permit (Health Department License), Liability Insurance, and Catering License must be attached to the **Caterer Form** and returned to the Union Info Desk (HSC Student Union, rm 102) at least three (3) days prior to the catering service.
- Food presentation should be appropriate and attractive in appearance. Tablecloths must be used on the food presentation table(s).
- Appropriate and sanitary dispensing of serving and eating utensils must be utilized.
- Trash cans must be lined in plastic to avoid leakage onto carpet.
- Insulated beverage containers for beverages and ice containers must be used to avoid sweating or leaking onto furniture or carpet.
- Clean-up must be completed with one (1) hour of conclusion of function.
- All refuse resulting from the catering service must be taken to the dumpster located northeast of the HSC Student Union.
- There are no facilities for set up needs. Caterer must be completely self sufficient. There is no kitchen for caterer to use.
- Caterer's vehicles are to be parked in service vehicle spots located northeast of the HSC Student Union.