Guidelines for Campus Organizations Requesting an Exception to the Catering Policy

Catering at the University of Wisconsin Milwaukee Union Facilities must be provided by the UWM Union Food Service Department. Because of campus regulations and health concerns, user groups are prohibited from preparing and/or bringing in their own food for events that are open to the general public.

For closed events (events no open to the general public), permission may be granted to Campus Organizations to provide their own food for non-catered events. However, the following conditions must be adhered to:

1. Closed events where Campus Organizations will be providing their own food are restricted to the following areas:
   a. Meeting rooms
   b. Fireside Lounge
2. Attendance is restricted to groups of 150 or less
3. The Campus Organization shall submit a menu or listing of the foods they wish to provide along with a list of who will be preparing the food. This information must be submitted to the Union Food Service Director at least three weeks prior to the event.
4. The Union Food Service Director/his designee will approve/deny the request.
5. If permission is granted, the campus Organization will complete and sign the “Acknowledgement of Organization Obligation Form”.
6. The Union Food Service Director/his designee reserves the right to assign a Food Service to the event. There shall be a service charge incurred by the user group for this service.
7. University Organizations will furnish their own equipment; serving utensils, warming trays, chafing dishes etc. will not be provided. The UWM Union Food Service is not available for rental.
8. The Campus Organization is responsible for clean up.
9. Violation of these guidelines may result in additional charges and the suspension of reservation privileges.

I have read the above and agree to adhere to the established guidelines for my event scheduled for ____________________________.

AUTHORIZED ORGANIZATION REPRESENTATIVE ________________________________________________

Passed 11/86; reaffirmed 3/30/89