



"Creating an excellent
college experience"

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Policy Number:

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Date Revised:

Section:
University Catering

Subject:
**Use of The Hub for University
Catering Events**

Use of The Hub for University Catering Events:

Occasionally, based on demand, it is necessary to hold Catering Events in The Hub. **An event held in The Hub will maintain the high quality of service that is always upheld by University Catering.** Just because the event is in The Hub, the standards don't change and all effort should be made to ensure an event exceeds our guest's expectations. This policy also ensures the necessary communication takes place and The Hub is left in great shape for the next day's regular business.

Procedure:

The Hub must be reserved for a Catering event or any event following policy 105.

The TSC setup crew will be notified by the event organizer or University Catering as to the setup requirements. Depending on the event and how formal it is, they might request that excess tables be removed from the area or at least placed in a corner and screened off by a blue divider as appropriate.

Buffet lines are setup as appropriate and in a location based on the needs of the event.

At the end of the event, The Hub is to be left in perfect condition, regardless of the shape it was found in. The following expectations will be met:

1. All tables will be wiped down and returned to the appropriate places according to The Hub dining room layout (a copy of this layout is available thru Hub management or the ADRD).
2. All chairs will be cleaned and returned to the appropriate places
3. All garbage cans will be emptied, both the ones brought to the location by Catering as well as the garbage cans that are normally in The Hub
4. Any spills will be cleaned up immediately and as necessary, the TSC maintenance crew will be contacted to borrow equipment like vacuums or have them vacuum as appropriate.

It is the responsibility of the Catering event team to ensure The Hub is cleaned, NOT the TSC maintenance crew.

Any concerns with utilizing The Hub for Catering events will be discussed directly with the Executive Director of Dining Services to be resolved immediately.