



"Creating an excellent
college experience"

Date Issued:
September 2013

Policy Number:

504

Date Revised:

Section:
University Catering

Subject:
**Skyroom Take Downs for Catered
Events**

Skyroom Take Downs for Catered Events:

The Skyroom Restaurant has two functions: Restaurant at Lunch as well as an Event venue during all other times. This policy is to ensure that the expectations of both the Skyroom Restaurant and Catering are met as each department utilizes the space.

Procedures:

Skyroom Responsibilities in Preparation for a Catering Event:

1. Full Take Down:

- a. A full take down means that the entire restaurant will be utilized for the Catering event.
- b. All tables shall be completely cleared of all silverware, linens and decorations.
- c. The buffet line will be completely cleared with all equipment, linen and other items removed. The buffet tables are to be left up so they may be utilized if necessary for the Catering event.
- d. The Bar area shall be completely cleaned, including the floor mopped. All items shall be below the top level of the bar and put away.
- e. The Kitchen area will be mopped and all items will be put away.

2. Half Take Down:

- a. A half take down is utilized for counts below 60 and therefore the entire restaurant is not needed.
- b. All tables **front** of the pillars shall be completely cleared of all silverware, linens and decorations.
- c. All tables **behind** the pillars shall be completely cleared of all silverware and decorations but linen shall remain neatly on the tables.
- d. The buffet line will be completely cleared with all equipment, linen and other items removed. The buffet tables are to be left up so they may be utilized if necessary for the Catering event.
- e. The Bar area shall be completely cleaned, including the floor mopped. All items shall be below the top level of the bar and put away.
- f. The Kitchen area will be mopped and all items will be put away.

Catering Responsibilities after a Catering Event:

The Skyroom is to be cleaned up by the Catering Staff such that the Skyroom crew doesn't have extra work when arriving in the morning. This includes:

1. All tables utilized will be wiped down including buffet tables.
2. The Bar area shall be completely cleaned, including the floor mopped. All catering items will be removed and any Skyroom items utilized shall be restocked and placed in the appropriate place.
3. The Kitchen area will be mopped and all Catering items will be put away and any Skyroom items will be cleaned, restocked and put away in the appropriate place.