

### **Catering Regulations and Permission Form**

Permission must be obtained from the Library Director for any reservation request other than a standard meeting room and equipment provided by the library. This includes any event in the Grand Gallery or the Pavilions.

Organizations requesting catered events must complete this form and return it to Megan Mahoney (244-1885) for approval no later than four weeks in advance for meal service, and no later than two weeks in advance for à la carte service.

**PERMISSION FOR CATERING IS CONFIRMED ONLY WHEN AN APPROVED COPY IS RETURNED TO THE APPLICANT.**

#### **Regulations:**

1. All food and beverages must be brought in through the Loading Dock area. (Room 162 Administration Area) If the event is scheduled after 5 p.m. weekdays, or anytime on the weekend, a representative of the group must contact a Library Staff member to gain access through the Loading Dock. Absolutely **NO** food or beverage is permitted through the Main Entrances of the building.
2. All food and beverages must be provided in manageable containers. Eating utensils are the responsibility of the hosting group. No food or beverage is to be taken out of the assigned meeting area for consumption in other public areas of the library.
3. Food or beverages are **not** allowed in the Commons (room 233/235).
4. All catered events must be served by an **approved catering service**. Self-catering by the Sponsoring Organization is **not** permitted.
5. Any event wishing to serve alcoholic beverages (wine and/or mixed drinks) must meet specific requirements including, but not limited to, the following:
  - a. All events must be approved by the Grainger Library Director at least four weeks in advance.
  - b. The event must observe University Regulations on the serving of alcoholic beverages.

#### **Tables in the Grand Gallery, Raspberry (East), and Lilly (West) Pavilions:**

1. The tables **cannot** be moved.
2. All tables **must** be covered with the table pads and tablecloths provided by the library. These pads are custom fitted to these tables and must be used for all catered events or any event where tables may be damaged.
3. The requesting organization is responsible for ensuring the tablecloths are cleaned and returned to the library by the date determined by library staff.
  - a. Arrangements can be made with the caterer for the cleaning. (The Illini Union will include this in the catering bill.)
  - b. When a caterer other than the Illini Union is used, approved cleaning firms must be used. Prior arrangements shall be made with the Grainger Facilities Director for cleaning and delivery or a member from the requesting organization designated for the task. The requesting organization is responsible for returning all the cleaned tablecloths by the agreed date.

#### **All catering equipment must be removed from the reserved area immediately following the event.**

The caterer will return for any serving equipment and to clean. All refuse must be picked up by the Caterer, even if only from box lunches. The requesting organization will be held responsible for cleaning the area. Failure to meet this requirement will impact the organization's future room requests. Any trash bags must be placed in the dumpster located off the loading dock.

The loading dock is room 162 in the Administrative Office area of the first floor. Staff will facilitate entrance to this area after library business hours.

**Library Staff and Security must be hired for all catered events after normal library hours. Contact Megan Mahoney (244-1885) to make arrangements.**

(Over)

**Catering Permission Form**

Organization: \_\_\_\_\_

Person(s) Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_  
(Include setup and clean up time)

Area/Room: \_\_\_\_\_  
(Grand Gallery or Pavilion reservations must return Laundry form)

Caterer: Illini Union: \_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Return completed form to:  
156 GELIC  
MC - 274**

**(Do Not Write Below This Line (For Office Use Only))**

Catering Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be signed for use of alcoholic beverages)