

Grainger Engineering Library Information Center
Catering Regulations and Permission Form

All users of Grainger Engineering Library conference and meetings rooms, Reading Galleries (Grand, Lilly and Raspberry), and lab spaces must have prior permission for catered food by the Head of the Library or his/her designee. Sponsoring organizations requesting catered events must complete this form and return it for approval no later than four (4) weeks in advance for meal service. **Any violations of these policies can result in forfeiture of all future room usage or requests made by individuals, academic departments, or other organization(s).**

All Room Reservations:

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 sponsoring organization or individual.
3. No food or beverage is to be taken out of the assigned meeting area for consumption in other public areas of the library.
4. Food or beverages are **not** allowed in the Commons without specific permissions (room 233/235).
5. All catered events must be served by an **approved catering service** no less than two (2) weeks in advance.
6. All catering equipment, extra food, etc. must be removed from the reserved area immediately following the event.
7. The sponsoring organization will be held responsible for cleaning the area. ALL trash bags must be placed in the dumpster located outside the Grainger loading dock. Trash left in other parts of the building will result in forfeiture of future room reservations.
8. Self-catering by the Sponsoring Organization is *very limited and requires prior approval*. If not cleaned up, all future room requests are forfeited. See Dissertation Room Requests below.

Dissertation Defense Room Reservations (Grainger 329):

1. Candidates may bring in food and covered beverages, but must remove all food immediately following the defense.
2. 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.
3. All food and beverages must be provided in manageable containers. Eating utensils are the responsibility of the sponsoring organization or individual.
4. No food or beverage is to be taken out of the assigned meeting area for consumption in other public areas of the library.

5. The candidate will be held responsible for cleaning Grainger 329. ALL trash bags must be placed in the dumpster located outside the Grainger loading dock. Trash must not be left in other parts of the building.

Grand Gallery, Raspberry (East), and Lilly (West) Pavilions Reservations:

Due to the disruption caused to many users of the Grainger Engineering Library, receptions and dinners in the Reading Galleries are limited. All Reading Galleries events must be approved by the Head of the Grainger Engineering Library at least four (4) weeks in advance. NO EXCEPTIONS.

1. All food and beverages **must be catered by the Illini Union**. An additional fee is charged to the sponsoring organization to insure cleanup and all table linens are laundered appropriately. Illini Union catering staff know all Grainger Library policies regarding access, required table pads and tablecloths and set up and take down policies.
2. Any event wishing to serve alcoholic beverages (wine, beer, and/or mixed drinks) must meet specific requirements including written permission by the Grainger Library Director for alcohol service and the event, sponsoring organization, and attendees must observe all University Regulations on the serving of alcoholic beverages.
3. Tables **must not be moved**.
4. Any events happening after regular business hours (Monday – Friday past 5 pm) or weekends must contact Library staff for access through the Grainger Loading Dock. Absolutely **NO** food or beverage is permitted through the Main Entrances of the building.
5. No food or beverages are to be taken out of the assigned Reading Room for consumption in other areas of the building.

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

**Grainger Engineering Library Information Center
Catering Permission Form**

Organization: _____

Person(s) Responsible: _____

Phone: _____

Email: _____

Event Title: _____

Date of Event: _____

Time (Include setup and cleanup time): _____

Room(s)/Galleries: _____

Caterer: Illini Union* _____ Other: _____
*Required for all Reading Gallery events.

Signature: _____ Date: _____

**Return completed form to:
Grainger Engineering Library Information Center
1301 W. Springfield Avenue, Urbana, IL
MC - 274**

(Do not write below line. For Office Use Only)

Catering Approved by: _____ Date: _____

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