

## Catering Guidelines

All events at SUNY Downstate facilities must be sponsored by a SDHSU office or department and must adhere to the following guidelines to assure a safe and successful occasion.

1. All food at SDHSU events must be prepared by a licensed and insured food service provider. If not using in-house vendors [Cafe 101](#) or Sodexo, you must provide a copy of the vendor's Certificate of Insurance.
2. Downstate Health Sciences University is not responsible for providing any catering equipment. The caterer and the event planner must ensure that means of egress are not blocked and must comply with any applicable SDHSU guidelines.
3. All decorations must be provided by the caterer/event planner. Decorations must be fire retardant and be removable without damage to the Health Science University's physical structure. Decorations must be removed upon request of Facilities Management & Development personnel
4. Downstate Health Sciences University may provide, upon request, tables and chairs and utility hookups to food service areas. A work order should be submitted at least ten (10) working days in advance of event to FM&D at:  
<http://fmdtmaiserv.uhb.downstate.org:81/home.html>. Charges may apply.
5. Sternos and other fired heating devices may be used only in designated areas: Special Functions Room, Classrooms 1-A, Lecture Halls 1A and 1B, the 8th floor Faculty Lounge, PHAB hall 1<sup>st</sup> floor, PHAB 2<sup>nd</sup> floor classrooms, and the Grove. Sternos and other fired heating devices may not be left unattended at any time.
6. If the event planner knows in advance that Building Services personnel will be needed to clean after the event, a work order must be submitted to Facilities Management and Development at least ten (10) days in advance of the event.
7. The event planner is responsible for making arrangements to set up and clean up eating areas. Caterers are responsible for disposing of food waste in the bins provided for the event. Dumping of food waste on campus grounds is prohibited. If the premises are not sufficiently cleaned up after the event, the event planner's permission to serve food at future events may be revoked.
8. If alcohol will be served at the event, provide Downstate Health Sciences University with a copy of the vendor's liquor license.