FOOD SERVICE POLICY

This document outlines the policies for serving food in event and meeting spaces in the University Y Student Center. Throughout this document, the term “event” refers to any reservation of a space for any purpose (i.e. meetings, banquets, sports activities, etc.).

IMPORTANT NOTES

- The University Y does not have space for cooking or preparing food. All food must be prepared in advance.
- Department and external events that have food present will be charged a cleaning fee.
- The University Y does not provide linens or skirting for tables, please contact a vendor or caterer for these items.
- For UW Tacoma departments: Non-approved food budgets must have a UW Tacoma Food Form submitted.

EVENTS ATTENDED BY ONLY UW TACOMA FACULTY, STAFF AND STUDENTS

- **OPTION 1:** Use a UW Tacoma preferred caterer
- **OPTION 2:** Use a non-preferred caterer
  - The caterer must be licensed and insured in Pierce County.
  - Appropriate forms must be submitted and approved by UW Tacoma Finance & Administration. We are happy to help with this process.
- **OPTION 3:** Use non-perishable, pre-packaged food that is ready to eat.
- **OPTION 4:** Homemade items

EVENTS ATTENDED BY NON-UW TACOMA GUESTS

*This includes faculty, staff and students from UW Seattle and UW Bothell.*

- **OPTION 1:** Use a UW Tacoma preferred caterer
- **OPTION 2:** Use a non-preferred caterer
  - The caterer must be licensed and insured in Pierce County.
  - Appropriate forms must be submitted and approved by UW Tacoma Finance & Administration. We are happy to help with this process.
- **OPTION 3:** Use non-perishable, pre-packaged food that is ready to eat.

PREFERRED CATERERS LIST

For UW Tacoma Preferred caterers, please review the list here: [UW Tacoma Preferred Catering list](#)