

1. Touch of Nature Environmental Center requires that University Departments, Registered Student Organizations (RSO's) and the general public utilize SIU's Approved Caterer's List for all catered events.
2. University departments, RSO's and the general public are responsible for informing Touch of Nature Environmental Center Scheduling Services of their caterer of choice at least 12 business days in advance. The Center will act as a liaison between the customer and caterer, coordinating all event logistics in regard to food, including but not limited to arrival time, kitchen use, linen and equipment needs.
3. For groups wanting to utilize a caterer not listed on the Center's Preferred Caterer's List, there will be a \$50 fee assessed for events under 100 people and a \$100 fee assessed for events with 100+ attendance. This caterer MUST be listed on the SIU Approved Caterer list, which can be found at: <http://procurement.siu.edu/howto/categories/caterers.pdf>
4. Touch of Nature Environmental Center must know about all deliveries and pick-ups at least 2 business days in advance.
5. Pizza may be picked up or delivered from pizza businesses to Touch of Nature Environmental Center. Groups may order from pizza businesses on the SIU Approved Caterer list (Little Caesar's, Papa John's, Primo's Pizza, Pagliais, Quatro's). However, orders from these businesses must be for pizza and beverages ONLY.
6. University departments, RSOs and the general public may bring prepackaged food for consumption in private meeting spaces only. Please reference the Center's Small Food Policy here for further guidelines: <http://ton.siu.edu/common/documents/policies/small-food-policy.pdf>
7. For deliveries, pick-ups and events which fall under the Small Food Policy, groups are responsible for bringing their own ice.
8. The customer is responsible for cleaning up all food and food-related items. This includes events where a caterer is dropping off food and not remaining on site. A \$50 minimum housekeeping fee may be charged if space is left unclean after use.

Timeline Overview:

- Deliveries- 2 business days
- Small Food- 2 business days
- Catering- 12 business days

Rate Overview:

- \$50 Non-Preferred Caterer Fee (events <100 attendance)
- \$100 Non-Preferred Caterer Fee (events 100+ attendance)
- \$50 Housekeeping Excessive Clean-up Minimum Fee