



## Student Center Food & Beverages Guidelines

All food served at functions within the NCAT Student Center must be purchased through an established caterer. Please see page two for caterer requirements. For additional information contact the University Event Center at (336) 285-2580 or [uec@ncat.edu](mailto:uec@ncat.edu)

### Student Organizations & Departments

Large events such as assemblies, banquets, or events that are open to the public will require food to be catered by an established caterer. Exceptions will be made for general meetings of registered NC A&T SU student organizations and/or departments where food is being provided for group members only.

Student organizations and campus departments providing their own food for general meetings must comply with the following policies:

☐ **Approved foods** – Groups will be permitted to bring in nonperishable snacks and beverages and similar “store-bought” prepared foods such as deli trays, pizza, chips, cookies and cakes.

Student organizations events organized by or co-sponsored with OSA/COP that plan to serve carnival type foods (i.e. popcorn, snow cones, cotton candy, etc.) are permitted to use the carnival food equipment owned by OSA/COP.

Student organizations or campus departments wishing to serve ethnic food that cannot be provided by an established caterer should meet with a representative from the Student Center to determine their options.

☐ **Prohibited Food Items** - Groups are prohibited from “pot-luck” type items that require refrigeration, heating, or similar temperature control in order to preserve food quality and safety.

☐ **Locations** - Food items noted above will only be permitted in authorized lounge areas, meeting and multipurpose rooms. Meanwhile, **only catered food will be permitted in the Student Center ballroom and pre-function area.**

☐ **Use of Building Facilities** - Groups **will not** have access to the NCA&T SU Student Center pantry facility. Use of hot plates, crock pots, open flame burners, canned heat (Sterno), chafing fuels, or similar methods or products by departments or student organizations is prohibited at all times.

☐ **Clean Up** - Groups are responsible for clean up following events where food is brought in. All trash should be disposed in appropriate receptacles located in the room or surrounding area. The NC A&T SU Student Center will assess cleaning charges if NC A&T SU SC personnel are required to provide clean up services and/or if furnishings or facilities are damaged.