

Housekeeping and Catering Policy ULSE 2024

***This policy is subject to change at the discretion of University Life Space and Events at any time. This policy is in effect as of Monday October 7, 2024.**

Where Food is Permitted

1. Food is permitted in all ULSE spaces except for Irvine Main Hall. Food is not permissible in classrooms.
 - a. There are some classroom buildings that will allow for food outside of the classroom (in the hallways or lobby areas). Please speak to a Coordinator for further details

Fees

2. The required housekeeping fee for events with food is **53.88/hour with a 2-hour minimum.**
 - a. Events with alcohol will have housekeeping for the entire duration of the event regardless of the caterer.
3. **Any food on College Green or Penn Commons or other outside spaces**, regardless of the provider, is subject to Urban Park Housekeeping.
 - a. The Urban Park fee is **76.79/hour with a 4-hour minimum.**
4. **Any classroom usage over the weekend** will receive the housekeeping fee at 53.88/hour with a 2-hour minimum.
5. Large-scale vendor fairs (15+ tables), **regardless of food being served**, will have the housekeeping fee.
6. **Any food that is not provided by Bon Appetite will be subject to the housekeeping fee.**
 - a. Light refreshments for a small number of guests are the exception to this rule. **Both of these standards must be met**; small refreshments for a large number of guests will still have the housekeeping fee.
 - i. EX: chips, doughnuts, water, pastries for under 20 people

Bon Appetite

7. Food catered by Bon Appetite with a guest count of under 125 people will have the housekeeping fee waived and will also have the cost of food-display tables waived.
 - a. Bon Appetite catered in the lobbies/hallways of classroom buildings will still receive the housekeeping fee but will still have cost of food-display tables waived.
 - b. **If the guest count is 125+, regardless of Bon Appetite catering, the event will receive the housekeeping fee but will still have cost of food-display tables waived.**