



Catering Policies and Procedures (July 2012)

The Oklahoma City Community Foundation requires any organization utilizing the Community Room facility for a meal or reception event to utilize a caterer that has been approved by the Community Foundation. All caterers serving events at the Oklahoma City Community Foundation should comply with the following policies and procedures:

1. Each caterer should provide the following prior to performing any functions at the Community Foundation:
 - a. Oklahoma State Department of Health Certificate
 - b. Certificate of Insurance for General Liability
 - c. Off-Site Liquor License (if alcoholic beverages are served)
2. All caterers and employees should check in with the receptionist or security guard prior to unloading equipment and supplies.
3. All equipment and supplies for events should be loaded and unloaded through the loading doors on the east end of the building. An appropriate turn-out is provided for parking for loading and unloading.
4. No smoking is allowed on the premises of the Oklahoma City Community Foundation, including building, parking lots and grounds.
5. Caterer is responsible for providing their own electrical equipment and accessories. The Community Foundation will make ovens for warming and stove burners for re-heating, and refrigeration equipment. No frying or sautéing is allowed in the facilities. The Community Foundation is not responsible for any equipment brought in from an outside source.
6. Candles are not allowed. Sterno may be used for buffet warming but should not be left unattended.
7. Caterers are responsible for bringing all necessary serving equipment and utensils for non-Community Foundation events. The Community Foundation does not provide serving equipment, dishes, flatware, glassware or linens for outside events. Equipment in closets and cabinets should not be used without permission.

8. Caterers are responsible for the following clean-up procedures:
 - a. Clean all tables and counters used in kitchen and any serving area
 - b. Clean chairs, walls and floors if any food or drink spilled or splashed
 - c. Clean and dry sinks and counters
 - d. Clean and mop kitchen area and non-carpeted serving areas in the gallery
 - e. Remove all trash incurred by activities to dumpster outside of the building.
 - f. Remove all linens and decorations utilized for serving
 - g. Remove all left-over food and beverage from refrigeration units.

9. When clean-up is complete, caterers should notify Community Foundation staff or security personnel to secure doors to loading area.

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