Guidelines for Catering in Teaching Rooms

1. Catering should only be provided in teaching rooms in exceptional circumstances.
2. If an event requires catering, an event organiser should always try to book a room where it is possible for catering to be provided outside the room (e.g. foyer area).
3. Agreement must be sought from the Student Administration Senior Manager (Timetabling and Registrations) for permission to have catering in a teaching room and a full explanation as to why must be given.
4. Avoid booking events which are to be catered with more ‘risky’ items like red wine and coffee in carpeted areas. They are often the source of ruining newly carpeted areas.
5. If agreement is granted the event organiser (a permanent member of staff) must take full responsibility for the event including any subsequent cleaning costs.
6. The room must be returned to its original layout within the booking time.
7. The room must be left clean and fit for academic teaching within the booking time.
8. Any surplus food and equipment should be left outside of the room. Arrangements may need to be made with Catering to leave a trolley for this purpose.
9. Arrangements should be made with catering regarding the collection of surplus food and equipment.
10. If it is found that a room is not left in a fit state it is likely that we will have to review the provision of catering in teaching rooms and not allow any exceptions.

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