

**Tutor Campus Center (TCC) – Catered Event Handout  
Food and Beverage Policy Information**

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Welcome to the Tutor Campus Center. There are several steps you will need to take if you would like to serve food and beverages at your event. Please read the instructions below carefully and contact Trojan Event Services at 213-740-6728 or [scevents@usc.edu](mailto:scevents@usc.edu) if you have questions.

**APPROVED LOCATIONS FOR CATERING SET UP, STAGING, STORAGE**

TCC does not have any prep areas for caterers. All catering set up must be contained within the room(s) reserved for the event. Adding food to your event often requires tables, which may reduce the overall seating capacity for your event. Trojan Event Services will provide you with a diagram of approved table locations within each room for food set up.

No catering set up, staging, or storage is permitted in Tutor Campus Center hallways, storage closets, walkways, loading docks, or meeting rooms not previously reserved by the client.

If your caterer needs storage or staging, contact Trojan Event Services to find out if there are additional rooms available for rent.

**FIRE SAFETY AND PROHIBITED ITEMS**

Chafing Fuel Gels electric warming trays are approved for heating food in the ballroom hallway. All other stoves including but not limited to all gas cooking equipment, is strictly prohibited. All linens on which chafing fuel and electric heaters are placed must be treated with fire retardant spray.

Candles are prohibited.

**DELIVERY AND PICK UP SCHEDULING**

Catering and food service delivery/set up is only permitted during your scheduled reservation time. Early arrivals will not be accepted. The scheduled reservation times are listed on your Event Status Report.

Catering and food service pick up/clean up must be completed prior to your reservation end time. Surcharges will be assessed if catering and food service materials are not picked up/cleaned up on time. Any materials not picked up by the end of the reservation time will be discarded.

**ACCESS TO THE LOADING DOCK/LOADING ZONES**

Tutor Campus Center has one loading dock off of Downey Way. This loading dock serves many departments on campus and has a busy schedule and access is not always guaranteed. To request access to the loading dock for catering delivery/pick up, email [scevents@usc.edu](mailto:scevents@usc.edu) with the following information:

- Caterer Name
- Contact Name
- Contact Cell Phone
- Vehicle Size/Type
- Delivery Date/Time
- Pick Up Date/Time

There are also a few yellow loading zone spots located on Downey Way, south of the Campus Center. These loading zones allow up to 60 minutes of parking time to unload or load. Parking is not permitted in yellow loading zones for the duration of the event, and lingering vehicles will be ticketed.

#### **CHECK IN**

Upon arrival, caterers should check in at the Tutor Campus Center Concierge Desk (213-821-7822) in order to have the room unlocked for them. As the client renting the room, it is best to check in with your caterer when they arrive to ensure proper set up.

#### **PARKING**

Parking can be arranged for any catering/service vehicles by contacting Transportation Services at 213-740-3575.

#### **TRASH BINS**

A minimum number of trash bins and liners must be purchased through Trojan Event Services for events serving food. The number of bins required is determined by expected attendance and type of food service. Bins cost \$7.00 each.

#### **CLEANING AND DAMAGE DEPOSITS**

A \$100.00 Cleaning and Damages deposit must be submitted to Trojan Event Services in advance of the first booking date for any reservation requesting food and beverage set up/service.

All clients are responsible for cleaning the reserved rooms prior to the end of the reservation time. A room is considered clean when all trash has been put in trash cans, all food/materials have been picked up off the floor, and table tops have been wiped down (have not been left sticky or with food/beverages) on time. If you have trash that does not fit in the in room bins, you must take it with you at the end of your reservation and dispose of it yourself.

#### **APPROVALS FOR NON PRE-APPROVED UNIVERSITY CATERERS**

TCC does not have an exclusive catering contract and you may work with any catering company you would like. All caterers need to be pre-approved by the University. If you pick a caterer from one of the following lists, then no further action is required.

<http://fbs.usc.edu/depts/purchasing/page/2842/approved-non-contract-caterers/> or  
<http://fbs.usc.edu/depts/purchasing/page/5265/caterers/>

However, if you pick a caterer not on these lists, you must get the caterer pre-approved. Additional documentation (proof of permits, etc.) will be required prior to approval.

The Food and Beverages Approval Form is available for download at [http://sait.usc.edu/scheduling/pdf/Food\\_Beverage\\_Form.pdf](http://sait.usc.edu/scheduling/pdf/Food_Beverage_Form.pdf) and is also included at the back of this information sheet.

## **ALCOHOL APPROVAL**

All clients that would like to serve alcohol at their event must complete the USC Alcohol Approval Permit available for download at <http://sait.usc.edu/scheduling/pdf/Alcohol%20Form.pdf> Alcohol served at events in TCC must be served by USC Hospitality Services. In addition to all required signatures on the form, Student Organizations must also obtain approval from the Director of Campus Activities (SKS 410).

Alcohol Permits not completed two weeks prior to the event will not be accepted.

## **REQUIRED MATERIALS**

A reservation will only be approved for food once the following information is on file with the Trojan Event Services at least two weeks prior to your event.

Food and Beverages Approval Form (if applicable) – Complete only after signed by USC Hospitality.

Alcohol Form (if applicable) – Complete only after all signatures are received. Student Organizations must also have the approval of the Director of Campus Activities (SKS 410).

The following information must be submitted for each caterer.

Caterer Name

Contact Name

Contact Cell Phone

Vehicle Size/Type

Approved Delivery Date/Time

Approved Pick Up Date/Time