

Rollins School of Public Health Preferred Catering Partners Agreement

The Rollins Community understands when planning an event, there's nothing better than having a professional on hand to ensure everything runs smoothly. With that said, we are glad you are here.

As a preferred caterer, we are requesting that you follow the pre and post catering tasks all Rollins School of Public Health events:

Pre-Event:

- If the assigned catering area is not clean prior to your event, please notify the assigned RSPH Fulfillment Services contact to assist or correct any concerns.

During the Event:

- Ensure safety and proper handling of all catering items are priority.
- Ensure the event space is clean, recycling or compose bins are not overflowing.
- Ensure any spills or debris is quickly cleaned up.
- If there is a spill that can easily stain a carpeted area, notify the assigned RSPH Fulfillment Services contact immediately to assist with the cleanup.

After the Event:

- Make sure all recycling, compose, glass and other garbage is removed from the catering kitchen and adjacent event space. Items can be properly disposed of at the building's loading dock or taken offsite to be disposed of according to your company's policies.
- Ensure all counters, surfaces and floors are cleaned and clear of debris.
- Remove all catering dishes, equipment, and miscellaneous items from the catering kitchen and adjacent event space(s).

Parking:

- **Normal Business Hours:**

Caterers can have scheduled access to the loading docks to unload/load supplies or equipment. Once this process is complete, the catering vehicle will need to be parked in a designated parking deck or pre-approved location. All additional catering staff will be required to park in the Michael Street Visitor's Deck.

- **After Normal Business Hours:**

Caterers can have scheduled access to the loading docks to unload/load supplies or equipment, and remain parked in the designated loading dock for the event. All additional catering staff will be required to park in the Michael Street Visitor's Deck or the Michael Street Permit Parking Deck. These decks are free after 4:00 p.m.

Partnering to follow the above will ensure a successful catered event and an ongoing partnership.