

# CATERING RULES

(rules apply to both MIT internal and external caterers)

- 1) Do not tape or Velcro anything to the tables.
- 2) Do not tape or attach signs to any walls and/or doors.
- 3) Use caution to ensure that carts and other objects do not damage kitchen components (cabinets, appliances, etc.).
- 4) The kitchen is equipped to serve food only. Do not to cook or prepare food.
- 5) Do not cut directly on the countertops.
- 6) The kitchen must be clean when you leave\*:
  - a. Remove all food from conference room and kitchen.
  - b. Do not store or leave catering equipment and supplies in the kitchen. Everything will be taken away as **TRASH** at the end of the day.
  - c. Clean all counters and the sink. Cleaning supplies are available under the sink.
  - d. If food is spilled on cabinets or floor, this must be cleaned.
- 7) Large amount of trash must be taken away at the end of the event. Do not leave trash or “free food” in the corridor.
- 8) You and the person who reserved the room will be held accountable for any damages and for cleanliness.

\* If the kitchen is not clean when you leave, you will not be allowed to use this space for a month. If repeated violations of these rules occur, you will be barred from future use. This applies to both internal MIT and external caterers.