

## **Food Bank of the Rockies Catering Guidelines**

To ensure the safety of our guests, maintain compliance with food safety standards, and protect our facilities, the following catering guidelines apply to all meetings, events, and room reservations held at Food Bank of the Rockies.

### **Catering and Food Service Requirements**

- Only pre-prepared, ready-to-eat food and beverages may be brought into the facility. Examples include boxed lunches, sandwich trays, fruit and vegetable platters, pastries, and similar items that require no preparation or cooking.
- On-site cooking, food preparation, grilling, or use of portable cooking equipment is strictly prohibited inside or immediately adjacent to the facility unless specifically authorized by Food Bank of the Rockies.
- All catered food must be provided by a Food Bank of the Rockies approved caterer or receive written approval prior to the event. Caterers that have not been approved will not be permitted to provide food service within the facility.
- A current list of approved catering vendors will be maintained by Food Bank of the Rockies and made available upon request.
- Food trucks may be approved to operate outside the facility in designated locations, subject to prior approval and all applicable local regulations.
- Food brought into the facility by event organizers or attendees must be fully prepared and ready to serve. No food requiring cooking, reheating, assembly beyond basic plating, or temperature-controlled preparation may be brought into the building.

### **Event Host Responsibilities**

- All catering waste, including leftover food, beverage containers, serving trays, plates, cups, utensils, napkins, and packaging, must be properly disposed of or removed by the event host or caterer.
- Food Bank of the Rockies may provide serving utensils and equipment when available and requested in advance. Availability is not guaranteed and may be subject to additional fees.
- Disposable plates, flatware, cups, napkins, and other serviceware may be purchased through Food Bank of the Rockies if requested during the event planning process.

### **Compliance**

Failure to comply with these guidelines may result in the denial of catering services, removal of unauthorized vendors from the premises, additional cleaning or damage charges, and/or restrictions on future facility reservations.