University of Pittsburgh Catering Exemption Policy

When submitting a Catering Exemption online:

1. Submit complete Catering Exemption materials at least three (3) weeks prior to your event
   a. Online under “forms” on the William Pitt Union Reservations website

2. Four complete documents required to submit are:
   a. University of Pittsburgh Catering Exemption form
   b. Up to date certification from the Allegheny Health Department
   c. Certificate of insurance with University of Pittsburgh listed as additionally insured under the Description section ($1M General Liability required)
   d. An itemized price list from the caterer

3. Some events with Catering Exemptions will be required to hire overtime University custodial and/or grounds crew services