

# University of Pittsburgh Catering Exemption Policy

**Link to Catering Exemption instructions and online portal:**

**<https://apps.fis.pitt.edu/cateringexemption>**

## **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*