



CAFETERIA AND SNACK SHOP

Effective Date: January 2010

Responsibility: VP Student Services

Amends Policy dated: September 1989

Policy Number:

Scope: All Campus Organizations and Non-Campus Users

Cafeteria & Campus Snack Shop

A. Rental to Campus Organizations

The Cafeteria staff must provide supervision during entire period the building is in use.

- a. If the Sunrise Conference Room is reserved during regular Cafeteria hours, from 6:30 a.m. – 7:30 p.m., Monday to Friday and weekends during meal service hours – there is No Charge.
- b. If the Cafeteria or the Sunrise Conference Room is used during hours other than the ones listed above, the following shall apply (no food, but supervision).
 - Rental Fee of \$25.00 per hour or part thereof
- c. The Campus Snack Shop area is available for rent for \$30.00 per function up to a 4 hour period, and \$50.00 up to an 8 hour period, however, a Cafeteria appointed staff member **MUST** be present during the rental period. The Kitchen area of the Snack Shop is **NOT** available for rent at anytime unless a Cafeteria appointed Supervisor is present at an hourly rate of \$18.00 per hour.
- d. Function organizers are responsible for clean-up of the area, for re-setting all tables &/or chairs in the order that they were found.
- e. If furniture &/or carpets are stained, the renters are responsible for cleaning expenses.

B. Non-Campus Users

The Campus dining room, kitchen or meeting rooms are **NOT** available for rent without catering. If “Hilltop Catering” is catering your event at the Cafeteria or Sunrise Conference Room, the quoted catering price per person includes the use of the facility at no additional charge.

C. Catering for Campus & Non-Campus Users

The Cafeteria’s “Hilltop Catering” provides catering services for groups of 10 – 300 people. Please check the CUC web site under Food Services for “Hilltop Catering” showing guidelines, prices and all pertinent catering information that is available.

Please book your event as far ahead as possible. Catering for small groups may be accepted with a 24 hour notice; however, you will need to check with the Director of Food Services for confirmation on “short notice” orders.

There is a “minimum” of 10 people per catered event. If your group is less than 10, we will provide the service, however, you will be charged for “10”.

Please note that there will be a 20% charge for cancellations and no-shows.

Students may request help with “fund-raising” events and will be charged for food and/or labour as deemed necessary by the Food Services Director. Bookings must be made as far ahead as possible and should a conflict arise due to a previous booking, preference will be given to the group that booked first.



Catering Prices range from \$7.00 - \$18.00 per person, depending on the service provided.

There will be a \$20.00 delivery charge added to your invoice if food &/or supplies are requested to be delivered by Food Service personnel for on campus meetings &/or events.

Disposable table coverings are included with most catered events. However, linen table cloths &/or napkins in white and a variety of colours are available at an additional cost.

D. Cafeteria Hours

Monday to Friday	- Dinner	11:45 a.m. – 1:15 p.m.
	- Supper	5:30 p.m.– 6:15 p.m.
Sabbath	- Dinner	1:00 p.m. – 1:30 p.m.
	- Supper	5:30 p.m. – 6:00 p.m.
Sunday	- Brunch	10:00 a.m. – 10:45 a.m.
	- Supper	4:00 p.m. – 4:45 p.m.

E. Campus Snack Shop Hours

The Campus Snack Shop is located on the lower floor of the Cafeteria building. The Campus Snack Shop offers a place to relax with your friends, watch TV, play games or have a snack.

Monday to Thursday	- Daily	7:00 a.m. – 2:00 p.m.
Friday (<i>early closure</i>)		7:00 a.m. – 1:30 p.m.
Sunday to Thursday	- Evenings	5:00 p.m. – 10:00 p.m.
Saturday	- Evenings	1 Hour after Sunset until 11:30 p.m.

Hours of operation and meal schedules may vary during holidays and breaks. Watch for posted changes of meal times.