

Catering Policies

- The Commons Café is the exclusive caterer of the Commons Learning Center
- Health Department regulations prohibit taking any food from the premises
- Perishable food items may not be left in conference rooms longer than **three hours**
- Catering fee of 20% and Texas State Sales Tax of 8.25% is added to all catering charges
- Catering orders must be placed **seven days in advance** of the program
- Quantities can be adjusted up to **three working days in advance** of the program
- A delivery fee of \$30 will be added to orders outside the Commons Building
- Off-site attendant fee of \$25/hr with a 2-hour minimum; 1 attendant for every 40 people