

## CATERING- Events during Inclement Weather

Please be advised that although campus may be shut down due to inclement weather, Kennedy Union and Catering Services are still open. We will go on the assumption that unless we hear from the contact person for each event that the event will still be taking place.

If you are planning on cancelling due to the weather, please give us as much notice as possible. We will determine at that point any charges that may be incurred, at the least a cancellation fee on catered events to cover the cost of labor that has already gone into the planning.

If you need to cancel a catering order please call these numbers.

Catering office at 229-2216

Catering kitchen at 229-2232

Main kitchen at 229-2214

Please don't hesitate to call if you have any questions.

Thanks

Susan, Rebecca and Jessica