Student Union Food and Beverage Guide

Preferred

UCF Catering Services
Ferrell Commons, Room 109
407-823-2494
http://ucf.campusdish.com/Catering.aspx

Approved

Only the UCF on-campus locations of each restaurant listed below are approved to cater.

Burger U
Knights Plaza
407-882-0450
www.burgeruucf.com/catering.html

Café Bustelo
UCF Locations
407-823-2494
catering@ucf.edu

Chick-Fil-A
John T. Washington Center, Bldg 26
407-823-2494
catering@ucf.edu

Domino's Pizza (Carry-Out Only)
John T. Washington Center, Bldg 26
407-822-2010
www.dominos.com

Domino's Pizza
Knights Plaza
407-882-1010
Dominos8620@hotmail.com

Dunkin' Donuts
Knights Plaza
407-283-4695
Jc041885@gmail.com

Einstein Bros. Bagels
Business Administration, Bldg 45
407-823-2494
catering@ucf.edu

Foxtail Coffee
John T. Washington Center, Bldg 26
407-823-0118
www.foxtailcoffee.com

Foxtail Coffee & Kelly's Ice Cream
Knights Plaza
407-823-0118
www.foxtailcoffee.com

Halal Shack
Student Union
407-823-2494
catering@ucf.edu

Huey Magoos
Student Union
407-823-2494
catering@ucf.edu

Panda Express
Student Union
407-823-2494
catering@ucf.edu

Purple Ocean
Student Union
purpleoceansfb@gmail.com

Qdoba
Student Union
407-823-2494
catering@ucf.edu

Smoothie King
Student Union
407-882-0201
ucfsmoothie@aol.com

Starbucks
UCF Locations
407-823-2494
catering@ucf.edu

Subway
UCF Locations
407-482-2267
www.subway.com

407 Stack
Student Union
407-823-2494
catering@ucf.edu

Exemption

The following items are permitted provided prior approval from an event coordinator:

- Coca-Cola brand beverages
- Store bought, pre-packaged, nonperishable, personal sized, individually wrapped items (such as candy bars or granola bars)
- Fruits, which the skins are not consumed (such as oranges or bananas)

The total cost of all items listed above must not exceed one-hundred dollars ($100).

Fines

A **$50 Fine** will be assessed if any unapproved store-bought food or drinks are present at your event. Your organization will also be placed on a restricted status and any future bookings will be reassessed.

A **$500 Fine** will be assessed if any food or beverage from a catering vendor that is either not on this list or received prior approval is present at your event. This same fine will be applied if any home cooked goods are present at your event. Your organization will also be placed on a restricted status and any future bookings will be reassessed.

UPDATED 9/09/2026

UPDATED 9/09/2026

How to order catering in a facility managed by the Student Union

FREQUENTLY ASKED QUESTIONS

- ***I would like to have food and beverage at my event in an SU controlled facility. What is the policy?*** Clients who wish to have food and beverage present during their reservation in any SU controlled facility are encouraged to only place orders with vendors on our SU Food and Beverage Guide. Home cooked goods, unapproved store-bought food and beverages, and/or food from an unapproved vendor is not permitted. Failure to comply with these policies will result in the assessment of fines and additional restrictions.

- ***What catering vendors can I use at the Student Union facilities?*** The vendors listed on the SU guide are inclusive only of our on-campus food and beverage providers. We can ensure all food service standards and insurance requirements are already in place for the vendors on our list. Utilizing a preapproved vendor from our list is recommended. Utilizing an external vendor will require additional approvals, paperwork, and fees.

- ***How do I place an order with a caterer? How do I make payment?*** Catering orders are to be placed and paid for directly with the approved vendor of your choosing. Please also inform your SU Event Coordinator when you have placed your order to inform us which vendor you are using. This information should be relayed at least 5 days prior to your event date.

- ***I am interested in bringing in store bought items. What is the process?*** Clients seeking to have store bought food and beverage at their event must first contact their SU Event Coordinator to receive approval. Due to health regulations, only certain commercially packaged goods are permitted. Typically, these items are from the dry goods section of a grocery store and not from the deli or bakery section. More information on this exception can be found on page 1 of this guide.

- ***I would like to have food catered by a vendor not on the list. Are you able to make an exception?*** Clients who wish to have food and beverage catered by a vendor that is not currently on our list can seek a one-time approval for an external caterer. These requests must be submitted a minimum of 20 days in advance to allow the necessary processing time for approval.

  If you wish to pursue this option, please contact your SU Event Coordinator asap to review the necessary steps. While our team can offer guidance through the process, ultimately obtaining the required documentation and additional campus approvals for an external caterer is the responsibility of the client.

  In addition, the client must ensure that health regulations can be met so that the event catering can be executed safely. It is advisable that clients review any recent health inspections for the vendor they wish to cater their event.

  Finally, choosing a vendor not on our preapproved list will incur a processing fee. The processing fee is dependent on client type of the event host and is as follows:
  - Non-University - $300
  - UCF Department - $150
  - Registered Student Organization - $50

  The processing fee should be submitted no later than 3 business days prior to your event date. For payment procedures, please reach out to your SU Event Coordinator.

  Please note, the approval process is one-time approval per event. Therefore, all paperwork requirements and processing fees will be applicable each time.

If you have more questions or need assistance with the catering process, please contact the Student Union at 407-823-3677 or unionres@ucf.edu .