EASTERN OREGON
UNIVERSITY

Request to Use Off-Campus Food or Food Service

This form is to be used to petition a release from the requirement that the contract food service provider be used to provide food service to any event open to the general public or food service that extends beyond limited food and beverage service for strictly in-house events closed to the public. **PLEASE NOTE:** Make sure to have a conversation with Mike Morse, Director of Food Services before turning in this form.

Name: _____

Address: _____

Organization: _____

EOU E-mail address: _____

Phone: _____

1. For what event are you requesting a waiver of the food service requirement?

2. Please explain your rationale in requesting food not provided by the contract food service provider.

3. Who will be providing the food or food service for the event? What measures are being taken to ensure proper food safety and handling procedures?

Signature of Requester: _____ **Date:** _____

For Office Use Only

Reviewd by:	**Approved**	**Denied**
Food Service Approval:	**Approved**	**Denied**

Return to Hoke Union Building, Rm. 111