Request to Use Off-Campus Food or Food Service

Groups may request a catering exemption from the contract food service provider for the following reasons: 1) food is being 100% donated by an off campus vendor or 2) the group wishes to purchase food from an off campus vendor that extends beyond limited food and beverage service for strictly in-house events closed to the public. Generally outside catering companies are not approved to be used on campus.

EVENT INFORMATION:

Event Name: ___________________________ Date of Event: ________________
Event Location: ___________________________ Time of Event: ________________
Purpose of Event: __________________________________________
Number of Anticipated Participants: ___________ Is event open to the public? YES NO
Name of Requested Vendor: ___________________________ Is food being donated? YES NO
List food items being donated or purchased (use reverse for additional items, if required):
  Item __________________________________________ Quantity ____ Price ________
  Item __________________________________________ Quantity ____ Price ________
  Item __________________________________________ Quantity ____ Price ________
Explanation of Exemption Request: ________________________________________
__________________________________________________________________________
List measures being taken to ensure proper food safety and handling procedures:
__________________________________________________________________________
__________________________________________________________________________

CONTACT INFORMATION:

Name: ___________________________ Email: _________________________________
Sponsoring Organization: _______________ Phone Number: __________________

NOTE:
1. This form must be completed at least two weeks in advance of the event.
2. No advertising for event may occur until final approval has been granted.

Submit completed form to the Office of Students Affairs (Inlow Hall #113)

For Office Use Only:

Reviewed by: ___________________________ Approved: ____ Not Approved: ____
Food Service Approval: ___________________________ Approved: ____ Not Approved: ____