



### 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: \_\_\_\_\_