

REQUEST FOR WAIVER OF CATERING EXCLUSIVITY



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Please print or type all spaces except for signatures

POLICY

Creighton University contracts its food service through Sodexo Educational Services (i.e. University Dining Services - UDS). All food and beverage sold on campus must be purchased from University Dining Services. A space reservation acts as a clearance for a food event to take place and should be made prior to placing a catering order or requesting a catering waiver.

The University recognizes the importance of food menus to the success of certain educational and culturally diverse programs. Therefore, in the following cases the sponsoring organization **MAY** be eligible for a waiver of catering exclusivity:

- Ethnic food banquets when UDS is not capable of providing authentic ethnic foods.
- Fundraisers
- Promotional activities

PROCEDURES FOR REQUESTING A WAIVER

- The requesting organization must meet with UDS to discuss the request and to allow UDS the opportunity to consider the requirements. A waiver will not be granted unless this meeting has taken place.
- The requesting organization is responsible for obtaining all of the required signatures at least a week in advance of the event. **Please do not drop off the form at someone's office and assume that they will continue routing it.**
- Once the organization has obtained the advisor's signature and met with Catering, they should schedule a meeting with the Assistant Director of the Skutt and Harper Centers to review policy requirements and, if appropriate, obtain final approval.
- Until all of the signatures have been collected and the required meetings held, the request will not be considered complete and planning should not proceed.
- All appeals regarding waiver qualifications will be reviewed by the Assistant Vice President Student Services for Student Life.

When using an external caterer for an event, the following documents are required before the waiver request will be approved:

- Insurance Certificate
- Douglas County Health Certificate/Food Permit

When not using UDS as the food provider for an event, the requesting organization is entirely responsible for providing all supplies and for cleaning the area after the event.

REQUEST FOR WAIVER OF CATERING EXCLUSIVITY

Organization/Department Name: _____

Individual Applying for Request: _____

Campus/City Address: _____

Campus Phone Number: _____ Cell Phone: (____) _____

E-Mail Address: _____

Name of Organization Advisor/Department Head: _____

Campus Address: _____ Campus Phone Number: _____

E-Mail Address: _____

Event Title: _____

Event Date: _____ Event Time: From _____ To _____

Event Location: _____

This event is a request for: (check all that apply)

- Kitchen Access
- Student Prepared Food
- Off-campus Vendor Prepared Food
- Donated Food
- Fundraiser – **Form required from Student Activities before Waiver Request can be processed**
- Promotional activity

Specific Food Entrée(s) to be Served: (use additional paper if required)

- _____
- _____
- _____

Rationale for Waiver Request: _____

Food Prepared by:

- Off-campus Vendor
Vendor Name _____
Contact Person _____
Address _____
Phone Number (____) _____ E-mail _____

Legal Documentation Required:

- Proof of Insurance
- Proof of Douglas County Catering/Food Permit
- Student Organization (check all that apply):
 - Δ Prepared off-campus and brought to campus Specific Location _____
 - Δ Prepared on-campus Specific Location _____

Signatures/Dates Required: (request not authorized until all signatures obtained)

Event Contact Person _____ Date _____

Organization's Advisor/Department Head _____ Date _____

GM University Dining Services _____ Date _____

Assistant Director of Skutt
and Harper Centers _____ Date _____

- Copies to:**
- Client
 - Facility manager where event to be held
 - Campus Food Service
 - Other _____
 - Documents Attached