



## Application & Guidelines for Food Exception Request

Food Service plays an important role in many events that take place on the campuses of Arizona State University. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

### **CATERING**

Aramark/ASU Dining is the exclusive caterer contracted to provide food for events in the Memorial Union and Residence Halls. Atlasta Catering is contracted to provide food for Old Main and the University Club. Sodexo Sports and Leisure is contracted with Intercollegiate Athletics. For catering at Gammage Auditorium, Sun Dome and Kerr Cultural Center, contact ASU Public Events. For events taking place in other ASU facilities or outside areas, the three ASU contracted catering companies should be contacted first. If the three contracted caterers can not meet the food service needs, food can be selected from a business on the Approved Food Provider List available online at

<http://www.asu.edu/mu/events/catering.htm>

### **IMPORTANT:**

**ASU funds may not be spent to purchase food from businesses not contracted with ASU or on the approved food providers list. A Food Exception request form must be submitted 14 days in advance to the Memorial Union Event and Meeting Services Office, room 182 for events that meet certain criteria listed below. The approved exception request must be displayed at your event and submitted with the business meals form if applicable.**

**Approved Food Providers list:** A food exception request must be submitted when using a business on the approved list if any of the following apply:

- The event is for guests that are not considered internal members of your department or organization unless they are invited to provide training or expertise in an area critical to the event
- The event is open to the public
- The event takes place in a location that is accessible to the public or the greater University community even if not the intended audience.

### **Special Circumstances**

Occasionally, events involve special food requirements that cannot be prepared by ASU contracted caterers or approved food providers. Below are a few examples. An approved Food Exception Form and vendor proof of insurance are required from event organizers a minimum of 2 weeks in advance.

**Authorized Fundraiser Event:** Registered student organizations are allowed to conduct two food and/or beverage fundraisers per semester. All food, baked goods, candy and beverages must be prepared, pre-packaged and sealed by an insured food manufacturer, supermarket or a business on the Approved Food Providers List. A Food Exception Form is required.

### **NO HOME PREPARED FOOD OR DRINK IS ALLOWED.**

**Donation:**(Food and beverage items donated and served at the event) Donations require a letter from each donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the Food Exception Form 14 days prior to the event. Food and beverage items must be obtained from an insured food manufacturer, supermarket, restaurant or caterer. Business may be asked to provide Certificate of Insurance and Business License.

**Special Menu:** In the rare event that Aramark/ ASU Catering has been contacted and agrees they cannot adequately provide a menu for an event, and a caterer from the Approved Caterer List cannot prepare the special menu, an alternate vendor may be used. A Food Exception Form is required. In such cases, the vendor is required to submit the same tax, license, and insurance documents as those caterers on the approved list. All documents must be submitted with the Food Exception Form a minimum of 14 days prior to the event.

**Giveaways:** Food and beverage items handed out as an incentive to attract people to an event or display table must be purchased through a major food manufacturer, supermarket or a business from the Approved Food Provider's List. Wrapped candy and bottled beverages would not require a Food Exception Form unless the event is taking place in a venue with an exclusivity contract. All other items would require a Food Exception Form.

**TEMPORARY FOOD SERVICE AND PREPACKAGED FOOD VENDING**

Registered Student Organizations may conduct food/beverage sales for sanctioned calendar events such as Homecoming, International World Festival and ASU Pow Wow, after obtaining an approved **Temporary Food Establishment Permit**.

Applications for Temporary Food Establishment Permits are available at the Student Health Center web site at

[www.asu.edu/health](http://www.asu.edu/health)

Completed applications must be submitted a minimum of 14 days prior to the event date to:

ASU Campus Health Services

Veronica Oros

PO Box 872104

Tempe, AZ 85287-2104

8/27/12