



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/Sun Devil Dining is the exclusive caterer contracted to provide food for events in the Memorial Union, Old Main and Residence Halls. Atlasta Catering is contracted to provide food for the University Club. Sodexo Sports and Leisure is contracted with Intercollegiate Athletics. For catering at Gammage Auditorium, 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 https://eoss.asu.edu/sites/default/files/Approved_Food_Providers_List.pdf

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.

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 can not 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 wishing to sell or giveaway perishable food/ beverage products are permitted to do so a maximum of once per month. All food, baked goods, candy and beverages must be prepared and pre-packaged by an insured food manufacturer, supermarket or a business on the Approved Food Providers List. **A Food Exception Form is required.** Groups may prepare food on site with an approved food exception form and Fire Marshal permit.

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/Sun Devil 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 Waiver 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

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

8-11-16

Food Exception Request Form Application

IMPORTANT

SUBMISSION OF A FOOD EXCEPTION REQUEST IS REQUIRED 14 DAYS PRIOR TO EVENTS MEETING CRITERIA ON GUIDELINES.

FOOD EXCEPTIONS MUST BE APPROVED IN WRITING AND DISPLAYED AT THE EVENT

Is your event sponsored by an ASU Affiliate (student, faculty, staff, department, club, organization)? YES NO

If your event is not sponsored by an ASU affiliate, the Facilitator must also submit (no later than 14 days prior to the event) an

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT CAN BE FOUND HERE:

<https://eoss.asu.edu/health/resources/foodsafety>

Name of Event: _____ Event Date: _____

Event Coordinator(s): _____ Coordinators Phone #'s _____

Email Address (print clearly): _____

Name of Club, Organization, Department, College: _____

Event Location: (be specific) _____

Description of Event: _____

List all foods/beverages: bottled drinks, wrapped snacks, sandwiches, meats, fruits, vegetables, condiments or attached a menu.

Start & Stop Times for food service: _____ Approximate number of people to be served: _____

Where will the food and beverage be obtained? _____

Who will prepare the food and beverage? _____ Phone # _____

How will food and beverage be delivered to the event? _____

Who will be serving the food? _____ Do servers have formal training? _____

What equipment will be used to keep food and beverages hot and/or cold? _____

Where will food equipment (grill, deep fryer, cotton candy or popcorn makers) be acquired? _____

Check Appropriate Box:

- Authorized ASU Event Giveaways
- Fundraising Event Vendor Donation (Requires supporting documentation on Vendor's letterhead)
- Special Menu Other (Explain) _____

Departmental Approval: YES NO Method of Payment to Caterer: Payment Voucher Purchasing Card

Print Name of Club Advisor: _____ Phone # _____

Club Advisor's Signature: _____ Date: _____

Check and Note All Participating Agencies:

- ASU Department _____
- Faculty/Staff _____
- Student Clubs _____
- General Public _____
- Other: _____

**Deliver (original) signed Food Exception Request Applications with all required documents attached
To MU Event and Meeting Services # 182 Scanned copies can be e-mailed to mureservations@asu.edu
Direct Questions to MU EMS Office – Phone 480-965-3406 updated 1/14/16**

MU Contract Manager for Approved Caterers:

Approved Caterer: YES NO Not Applicable (ex: donated or pre-packaged foods)

Donation Donation Letter Attached

Signature: _____ Date: _____

Comments: _____

Sun Devil Dining Services Required: YES NO

Signature: _____ Date: _____

Comments: _____

ASU Campus Health Service / Food Safety & Public Health Sanitation Program Approved: YES NO

Signature: _____ Date: _____

Comments: _____

Reason for Denial: _____

