



### 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 that provides a business license, or 2) the group wishes to purchase food from an off campus vendor that we deem that Campus Dining leadership are unable to fulfill the request. Due to contract language, 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 10 business days in advance of the event.
  2. No advertising for event may occur until final approval has been granted.
  3. Provide a zero-balance invoice for donated products or services before event.

**Submit completed form to: *James Davenport james.davenport@aladdinfood.com AND Corey King corey.king@aladdinfood.com***

#### *For Office Use Only:*

Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Food Service Approval: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_