

## CATERING SERVICES WAIVER REQUEST

-Waiver requests must be submitted at least 10 business days prior to scheduled event-

### WAIVER REQUEST GUIDELINES:

- Viking Food Co. has exclusive rights to catering on campus for events that total \$300 or more. Event hosts that have an event totaling more than \$300 and would like to use an off-campus caterer must apply for a catering services waiver. If the waiver is approved, it may be attached to the purchase requisition in MagnusMart requesting payment by the University. (Rascal House *only* is approved to provide catering for events up to \$750).
- An approved catering waiver exempts Viking Food Co. from any responsibility for food service at an event. The event organizers are solely responsible for overseeing all equipment, set up, service, cleaning and adherence to foodsafety rules for time and temperature. Dining Services cannot approve partial waivers.
- An overview of food safety rules can be found at <http://www.foodsafety.gov/keep/events/parties/index.html>
- To apply for a waiver, if the proposed *off* campus caterer is not already documented with the University; the following must be attached to this form and returned to the Viking Food Co. catering office.
  - Proof of a Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
  - Proof of a certificate of commercial general liability insurance in limits of not less than \$1 million dollars.  
**CSU must be shown as an additional insured on this certificate.**
- Donations or sampling of food at any event must be documented a letter from the donor to the event organizer stating that the food will be donated/sampled, and no payment will be requested. Donated food must be processed or prepared in a licensed food service operation, or in an establishment or place that meets equivalent requirements of the Ohio Department of Health.
- Viking Food Co. has the sole discretion for approval or denial of waiver requests.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 NAME OF SPONSORING ORGANIZATION TODAY'S DATE

\_\_\_\_\_  
 NAME OF EVENT

\_\_\_\_\_  
 NAME OF REQUESTOR      PHONE      CAMPUS MAILING ADDRESS      EMAIL ADDRESS

\_\_\_\_\_  
 DEPARTMENT HEAD OR FACULTY ADVISOR      PHONE      MAILING ADDRESS      EMAIL ADDRESS

\_\_\_\_\_  
 DATE & TIME OF EVENT      LOCATION      NUMBER OF ATTENDEES

Food is being donated (attach donation letter). Not reimbursable.

Food is not being donated. Reimbursement will be requested.

Please provide a description of the event -

**DINING SERVICES USE ONLY**

Date received \_\_\_\_\_ Date reviewed \_\_\_\_\_

Request Accepted \_\_\_\_\_ Request denied \_\_\_\_\_ By: \_\_\_\_\_

Reason for denial of request: