

Request for Food Service Waiver

***** This form must be completed at least one month prior to the date of the requested event. *****

Please print. Do not use abbreviations.

Organization or Department Name: _____

Title of Event: _____ **Date & Times of Event:** _____

Name of Contact Person: _____ **Phone Number:** _____

Email Address of Contact Person: _____

Location of Event: _____

Reason for Waiver Request: **Special Food Event** / **Donated Food** / **Other** _____

Further Explanation: _____

List of food items planned for event: _____

Where will the food come from? _____

How will safe food temperatures be maintained? _____

Will admission or registration be charged, or will any money be collected at the event? Yes / No

If yes, details: _____

Signature of Requestor

Date

----- (Office use only) -----

Approved: _____ **Date:** _____

Director of Catering*/Assistant Director - Events & Meeting Services

Denied: _____ **Date:** _____

Director of Catering*/Assistant Director - Events & Meeting Services

PSU Director*: _____

*These signatures may be required before approval is granted.

MISSOURI STATE UNIVERSITY FOOD SERVICE POLICY

Food and drink are allowed in all Plaster Student Union (PSU) meeting and conference rooms. All other spaces must be approved by the dean or director of that facility. All food served on campus must be provided by Missouri State Catering (call 836-5653 for assistance), Ovations (call 836-3353 for assistance) for athletic venues, or through a PSU vendor or affiliate with the following exceptions:

- Individuals may provide food for their personal consumption
- University departments may sponsor “potluck” meals for their office staff in spaces controlled by their office
- Recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events
- University departments and recognized student, faculty, and staff organizations may conduct authorized bake sales of products prepared by their members as fundraisers at locations specified in the MISSOURI STATE UNIVERSITY Advertising and Solicitation Policy (please contact the Conference Services Office at 836-5886 for more information).

Any other exceptions to the policy must be requested with a “Request for Food Service Waiver” form (available from the Conference Services Office). Considerations for a food service waiver will include: the contractual obligations of the University; safe food handling issues; potential loss of income; and the University’s Advertising and Solicitation Policy. Please note that due to concerns about food-borne illness, departments and organizations will not be granted waivers to prepare raw food product on campus. Each request for a waiver will be considered on a case-by-case basis. In general, waivers will only be granted under the following circumstances:

1. For events where food is a primary focus of the event AND where Missouri State Catering or other PSU vendors cannot provide the desired experience for the success of the event (e.g., cultural food-tasting events)
2. For events where food service has been requested at least one-month out, but Missouri State Catering and/or the other PSU food vendors are unable or unwilling to provide the food requested at the date and time requested
3. For events where food is donated, provided the food can be served safely and the University’s Advertising and Solicitation Policy is not violated. Please note that donated food may not be sold and admission may not be charged to an event where donated food is served.

All exceptions require that food is prepared and served according to established safe-handling guidelines (available from Missouri State Catering staff in the Conference Services Office). In all cases, the sponsoring department or organization must provide all utensils and materials necessary for serving food safely. In addition, all food products must be removed or disposed of at the conclusion of the event. Excessive cleaning resulting from an event with a food waiver will result in additional charges to the client.

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