

## The University of Akron

### University Catering Waiver Policy

Catering refers to food and beverages provided for consumption at a group function.

University Catering is the exclusive caterer in the campus buildings where we maintain banquet facilities including the Student Union, The Martin University Center and Quaker Square Inn/Quaker Station. All catering in those building must be provided by University Catering unless the catering is donated (see below) and a University Catering Waiver Request has been submitted and approved.

Elsewhere on campus, University Catering has "First Right of Refusal" for all catering. Any group wishing to use an off-campus caterer for an on-campus function must fill out and submit a Catering Waiver Request. University Catering may refuse to approve the Catering Waiver Request if University Catering can offer a similar service. An approved and signed University Catering Waiver Form exempts University Catering from any liability associated with food and beverage provided by an outside caterer.

If University Catering decides to allow an outside caterer to service an on-campus event, the outside caterer must either be on our list of approved caterers. To be an approved caterer, the caterer must be able to provide a copy of a Food Service Operation License and documented proof of commercial general liability insurance in limits of not less than \$1 million. If a request is made to use a specific outside caterer, University Catering will verify the outside caterer's qualifications before approving the application.

Pre-packaged food and beverage items for consumption at group functions that are not paid for with University funds are unrestricted at sites other than the Student Union, the Martin University Center and Quaker Square Inn/Quaker Station. If any prepared food is served or provided, the University Catering Waiver Request must be submitted and approved. The signed and approved University Catering Waiver form exempts University Catering and University Dining Services from any responsibility for that food service. The group organizing the event assumes responsibility for equipment set-up, service, cleaning and adherence to food safety guidelines.

[http://www.fsis.usda.gov/factsheets/Basics\\_for\\_Handling\\_Food\\_Safely/index.asp](http://www.fsis.usda.gov/factsheets/Basics_for_Handling_Food_Safely/index.asp)

#### **Donated Food and Beverage**

In order to be exempt from using University Catering for all food and beverage catering provided at The Student Union, the Martin University Center and Quaker Square Inn/Quaker Station, the food and beverage provided must be a donation from an entity to a campus organization or other approved organization. Documentation of the donation on the donating entity's letterhead must be submitted to University Catering along with the University Catering Waiver Request Form. If the donated food is prepared by a commercial entity, a copy of the donator's Food Service Operation License must also be submitted. A signed and approved University Catering Waiver form releases University Catering from any liability associated with donated food and beverage. If the University Catering Waiver Request Form is not submitted at least 10 days prior to the planned event, the request may be denied. University

Catering may modify its room fees and set-up fees at The Martin University Center and Quaker Station Inn/Quaker Station if donated food is brought in.

### **Bake Sales**

In compliance with our Food Service Operation Licenses, no hot prepared food other than that prepared by University Catering, University Dining Services or certain pre-approved commercial entities may be sold by anyone on campus .

Approval may be granted for the sale of certain foods such as baked goods at various locations on campus if a University Catering Waiver Request Form has been submitted and approved and the sale of such items does not interfere with the sale of food items by University Dining Services

## Summary

### **When is a University Catering Waiver Request Form required?**

- Any time there is a plan for food and beverage to be brought onto campus for consumption at a group function when it will be purchased with University funds
- Anytime prepared food from any source other than University Catering is brought onto campus for consumption at a group function, whether or not the food is paid for with University funds
- Any time a group is planning a “bake sale” on campus

### **Who should submit the University Catering Waiver Request Form?**

- The person responsible for organizing the event at which food service will be provided

### **To whom should it be submitted?**

- Gary C. Goldberg, Director of Dining Services & Administration [gcg@uakron.edu](mailto:gcg@uakron.edu)

### **When should it be submitted in order to allow adequate processing time?**

- At least 30 days in the advance of the event if you are requesting to use an outside caterer; *University Catering suggests that you do not enter into any agreements with an outside caterer until you have the received the approval for you request*
- At least 10 days in advance of the event if the food and beverage will be donated

### **What needs to accompany the University Catering Waiver Request Form when it is submitted?**

- If the request is to use an outside caterer, a copy of their Food Service Operation License and documented proof of commercial general liability insurance (if the caterer is not already on our list of approved caterers)
- If the food and beverage is to be donated, a copy of a letter verifying that donation on the letterhead of the donator

**What happens after the University Catering Request Form is submitted?**

- The General Manager of University Catering will review your application and the other required submissions
- If a group is requesting an outside caterer and University Catering can offer a similar service, a contact for University Catering that can help with arrangements will be provided
- If a group requests an outside caterer and University Catering is unable to provide the service, we will provide the contact for one or more caterers on our approved list
- If your request is approved, University Catering will return a signed copy of the request via email to confirm the approval

**(SEE WAIVER REQUEST FORM BELOW)**

**THE UNIVERSITY OF AKRON**

**UNIVERSITY CATERING WAIVER REQUEST FORM**

*University Catering has the sole discretion for approval or denial of requests.*

*An approved request exempts University Catering from any responsibility for the event.*

*University Catering cannot grant partial waivers.*

*Email Waiver Request to [gca@uakron.edu](mailto:gca@uakron.edu)*

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NAME OF SPONSORING ORGANIZATION                      NAME OF EVENT                      DATE OF APPLICATION

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NAME OF REQUESTOR                      PHONE                      EMAIL ADDRESS

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DEPARTMENT HEAD OR FACULTY ADVISOR      PHONE                      EMAIL ADDRESS

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DATE AND TIME OF EVENT                      LOCATION                      NUMBER OF ATTENDEES

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FOOD AND BEVERAGE REQUIREMENTS

SOURCE OF FUNDS \_\_\_\_\_

WILL FOOD AND BEVERAGE BE A DONATION? \_\_\_\_\_ (If yes, submit letter of donation.)

SIGNATURE OF APPLICANT X \_\_\_\_\_

For use by University Catering:

Date Received:

Request Approved                      by: \_\_\_\_\_                      Date: / /

Request Denied

Reason for Denial: