

Application and Guidelines for Residence Hall Food Waiver 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.

A Residence Hall Food Waiver Request form is required **any time** that Aramark/Sun Devil Dining Services is not used for food service in the residence halls. This form should be submitted to Christine Rotzinger (480-965-8651) at the Residential Life Office (SSV 170) along with your Expenditure Request Form (ERF) and Business Meals Form (BMF) **at least 15 business days prior to your event**. Christine Rotzinger or Cory Shapiro must approve your request prior to the Residential Life Business Office providing you with access to a PCard or other funding. If you are planning an event outside of the residence halls, please pick up a separate Food Waiver Request application from the Memorial Union Administration Office #M182.

CATERING

Aramark/Sun Devil Dining Services (480-965-6508) is a preferred vendor on campus with affordable catering options available through its student organization menu. If not using Aramark, events taking place in the residence halls must use an ASU contracted caterer or select food server from the Approved Food Vendor List available online at <http://www.asu.edu/studentaffairs/mu/caterers.htm>. The exceptions are when eating at a restaurant (instead of on-campus), purchasing food from a chain grocery store (see “Preparing Food” below), or donations (see “Donation” below).

SPECIAL CIRCUMSTANCES

Occasionally, events have special circumstances in which the ASU contracted caterers and the preferred catering options do not meet the needs of the event.

Preparing Food: If you are preparing your own food for an event (ie. barbecue, Fear Factor program), you will need to ensure that you are thinking of the health and safety of participants. Feel free to consult as needed with Veronica Oros, R.S. at ASU Campus Health Services (480-965-6853) on the best way to prepare food while addressing any health and safety concerns. Cory Shapiro will contact you if a consultation with Veronica is necessary.

Donation (Food and beverage items donated and served at event): Donations require a letter or e-mail from the donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the Residence Hall Food Waiver form. Contact Christine Rotzinger to see if Residential Life already has a copy of the donating vendor’s tax, license, and insurance documents. If this information is not on file, these documents will also be needed for the donation to be approved.

Special Menu: While catering services in the residence halls need to be provided by Aramark/Sun Devil Catering Services or a vendor on the Approved Food Vendor List, occasionally events require a special menu. If you are requiring a special menu, please contact Aramark/Sun Devil Dining to discuss the creation of a special menu. If they agree that they cannot adequately provide the desired menu for an event, please work with Cory Shapiro (480-727-9531) on further options.

Giveaways: Food and beverage items (including wrapped candy) handed out as an incentive to attract people to an event or display table must be purchased through a food manufacturer, supermarket, or a caterer from the Approved Food Vendor List and also require a Residence Hall Food Waiver form.

Thank you for your assistance in ensuring that events with food in the residence halls provide for the health and safety of residents! Please contact **Cory Shapiro (480-727-9531)** with any questions about the Residence Hall Food Waiver forms or this process in general.



Residence Hall Food Waiver Request Application

IMPORTANT:
ALL EVENTS HELD IN ASU RESIDENCE HALLS INVOLVING FOOD OR BEVERAGES (OTHER THAN ARAMARK) REQUIRE THE SUBMISSION OF A FOOD WAIVER REQUEST 15 DAYS PRIOR TO THE EVENT (ALONG WITH COMPLETED ERF AND BMF).

Name of Event: _____ Event Date: _____

Event Contact(s): _____ Phone #: _____

Check Appropriate Box(es):

- Approved Food Vendor List – Please list vendor(s) _____
- Grocery Store or Food Manufacturer – Please list _____
- Preparing Own Food
- Donation (Requires Supporting Documentation)
- Giveaways
- Special Menu

List all food and beverage to be served including description (ex. 4 packages of hamburgers, 2 cases of water, 4 dozen boxes of cookies, etc.):

Who will prepare the food and beverage? _____

Do they have a food handler's card? Yes No

Who will be serving the food and beverage? _____

Do they have a food handler's card? Yes No

Contact/Staff Signature: _____ Date: _____

Food Waiver Approval Signature: _____ Date: _____

NOTE: Only Christine Rotzinger or Cory Shapiro can sign food waivers on behalf of Residential Life.

FOR MORE INFORMATION ABOUT THIS PROCESS:
CONTACT CORY SHAPIRO AT 480-727-9531