Application & Guidelines for Food Exception 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.

CATERING
Aramark/Sun Devil Dining Services is the exclusive caterer contracted to provide food for events in the University Center Building (UCB), including the Delph Courtyard, and all areas of Verde Dining Pavilion (VDP). For events taking place in other ASU facilities, Aramark should be contacted first. If Aramark cannot meet the food service needs, food can be selected from a business on the Approved Food Providers List available online at: http://www.asu.edu/studentaffairs/mu/events/catering.htm

Approved Food Providers List: A food exception request must be submitted when using a business on the approved list if any of the following apply:
- The event is for guests that are not considered internal members of your department or organization unless they are invited to provide training or expertise in an area critical to the event.
- The event is open to the public.
- The event takes place in a location that is accessible to the public or the greater University community even if not the intended audience.

Special Circumstances

Occasionally, events involve special food requirements that cannot be prepared by ASU contracted caterers or approved food providers. In those cases, a Food Exception Form is required. Below is a list of instances in which a Food Exception Form is required from the event organizer. An approved Food Exemption Form and vendor proof of insurance are required from event organizers a minimum of 2 weeks in advance.

Authorized Fundraiser Event: Registered student organizations may conduct two food and/or beverage fundraisers per semester. All food, baked goods, candy and beverages must be prepared, pre-packaged and sealed by an insured food manufacturer, supermarket or a business on the Approved Food Providers List. A Food Exception Form is required.

NO HOME PREPARED FOOD OR DRINK IS ALLOWED.

Donation: (Food and beverage items donated and served at the event) Donations require a letter from each donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the Food Exception Form 14 days prior to the event. Food and beverage items must be obtained from an insured food manufacturer, supermarket, restaurant, or caterer. An authorized food service vendor must dispense donated perishable food items requiring preparation, cooking, hot or cold service and storage. Businesses may be asked to provide Certificate of Insurance and Business License.

Special Menu: In the rare event that Aramark/Sun Devil Dining has been contacted and agrees they cannot adequately provide a menu for the event, and a caterer from the Approved Food Providers List cannot prepare the special menu, an alternate vendor may be used. In these cases, a Food Exception Request Application must be submitted to Aramark/Sun Devil Catering Services. Additionally, the specific vendor is required to submit the same tax, license, and insurance documents as those caterers on the approved list. All documents must be submitted with the Food Exemption Form a minimum of 14 days prior to the event.

Giveaways: Food and beverage items 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 Providers List and also require a Food Exemption Form. Wrapped candy and bottle beverages would not require a Food Exception Form unless the event is taking place in a venue with an exclusivity contract.
TEMPORARY FOOD SERVICE AND PREPACKAGED FOOD VENDING

Registered Student Organizations may conduct food/beverage sales for sanctioned calendar events such as Homecoming, International World Festival, and ASU Pow Wow, after obtaining an approved Temporary Food Establishment Permit. Applications for Temporary Food Establishment Permits are available at the Student Health Center web site at https://eoss.asu.edu/health/foodsafetyTEST

Completed applications must be submitted a minimum of 14 days prior to the event date to:

ASU Campus Health Services
Veronica Oros
PO Box 872104
Tempe, AZ 85287-2104

With copies sent to:
ASU Student Activities and Conference Services
P.O. Box 37100
Phoenix, AZ 85069-7100
(UCB 170, MC 1950 for delivery or campus mail)
# Food Exception Request Application

## IMPORTANT

**SUBMISSION OF A FOOD EXCEPTION REQUEST IS REQUIRED 14 DAYS PRIOR TO EVENTS MEETING CRITERIA ON GUIDELINES. FOOD EXCEPTION MUST BE APPROVED IN WRITING AND DISPLAYED AT THE EVENT.**

Is event being sponsored by an ASU Affiliate (student, faculty, staff, department, club, organization)? □ YES □ NO

If your event is not sponsored by an ASU affiliate, the Facilitator must also submit (no later than 14 days before the event) an [APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT](https://eoss.asu.edu/health/foodsafetyTEST)

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**Name of Event:** ___________________________  **Event Date:** ____________

**Event Coordinator(s):** ______________________  **Contact’s Phone #** ______________________

**Email Address (print clearly):** ____________________________________________________________

**Name of Club, Organization, Department, College:** ____________________________

**Event Location:** (be specific) ____________________________________________________________

**Description of Event:** ________________________________________________________________

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List all foods/beverages: bottled drinks, wrapped snacks, sandwiches, meats, fruits, vegetables, condiments, or attach a menu.  

_________________________  __________________________  ____________________________

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**Start & Stop Times for food service:** _________  _________  **Approximate number of people to be served:** _________

**Where will the food/beverage be obtained?** ____________________________________________________________

**Who will prepare the food and beverage?** __________________________________  **Phone #** _________________

**How will food and beverage be delivered to the event?** _________________________________________________

**Who will be serving the food?** __________________________________  **Do servers have formal training?** _________

**What equipment will be used to keep food and beverages hot and/or cold?** ________________________________

**Where will the food service equipment be obtained?** ____________________________________________________

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Check Appropriate Box:

- □ Authorized ASU Event
- □ Giveaways
- □ Fundraising Event
- □ Donation (Requires supporting documentation on Vendor’s letterhead)
- □ Special Menu
- □ Other (Explain) __________________________________________________

**Departmental Approval:** □ YES □ NO  **Method of Payment to Caterer:** □ Payment Voucher □ Purchasing Card

**Print Name of Club Advisor:** __________________________________  **Phone #:** ________________________

**Club Advisor’s Signature:** __________________________________  **Date:** ________________
Check and Note All Participating Agencies:

- [ ] ASU Department
- [ ] Faculty/Staff
- [ ] Student Clubs
- [ ] General Public
- [ ] Other:

Deliver (original) signed Food Exception Request Applications with all required documents attached to Student Activities and Conference Services UCB 170.
Scanned copies can be e-mailed to eventschedule@asu.edu.
Direct questions to Barbara Gibson – Phone 602-543-7100  updated 8/19/13

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**Contract Manager for Approved Caterers:**

Approved Caterer: [ ] YES  [ ] NO  [ ] Not Applicable (ex: donated or packaged foods)
- [ ] Donation  [ ] Donation Letter Attached

Signature: ________________________________  Date: __________________
Comments: __________________________________________________________________________________

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**Sun Devil Dining Services Required:** [ ] YES  [ ] NO

Signature: ________________________________  Date: __________________
If Sun Devil Dining Services are employed, no additional signatures are required.
Comments: __________________________________________________________________________________

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**ASU Campus Health Service / Food Safety & Public Health Sanitation Program**

Signature: ________________________________  Date: __________________
Comments: __________________________________________________________________________________
Reason for Denial: ____________________________________________________________________________