

NON-COMMERCIALY PREPARED FOOD EXCEPTION REQUEST

VETERANS MEMORIAL HALL | WEST EXHIBIT AREA



Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

Flavours by Sodexo and PantherDining are the contracted caterers for the Student Center and must provide all catering services within its facilities unless an exception is granted. Requests for organizations to bring in non-commercially prepared (homemade) food items for events in the West Exhibit Area in the Urban Life Center or Veterans Memorial Hall in Dahlberg Hall may be approved only for appropriate justifications. This request for non-commercially prepared food applies solely to the specific event for which it is requested and does not constitute a permanent change in existing policy.

Exception Request Guidelines

Request must be submitted at least three weeks before event date; otherwise there will be a \$25 charge.

- ▶ Submit this completed form to: Event Planning Manager, scevents@gsu.edu, 305 Student Center East, 55 Gilmer Street, Atlanta, GA 30303.
- ▶ Organizations must be in compliance with the Student Center's food safety training policy prior to submitting this request form.
 - A minimum of two representatives of the organization (at least one must be an officer) must have successfully completed the Student Center food safety training and passed the assessment.
 - The two representatives must attend the event to monitor food-handling practices.
 - The organization must submit a plan outlining how it will ensure safe food-handling practices by all who are involved with the purchasing, preparing, cooking, delivering and serving of food.
- ▶ Organizations must either provide equipment to keep food at appropriate temperature for the event duration, keep cold food on ice or stop serving food within three hours of event start time.
- ▶ Organizations must display next to each food item a tent card listing the name of the food, its ingredients and potential allergens.

Date of Request _____ Event Date _____

Event Name _____

Event Setup Time _____ Event Start Time _____ Event End Time _____

Event Location _____ Estimated Attendance _____

Event Contact _____ Phone _____ Email _____

Sponsoring Organization(s)/Department(s) _____

Why are you not able to use any licensed caterer for this event? *(Please be specific.)* _____

What percentage of your food items will be non-commercially prepared? _____ %

Anticipated Menu *(Please be specific.)* _____

Person(s) preparing food items _____

Questions? Contact Student Center Event Management | scevents@gsu.edu | 404-413-1870

MORE ON BACK

Customer Agreement

I have read the Non-commercially Prepared Food Exception guidelines, and I acknowledge that the _____
_____ (organization/department) hereby releases the Student Center from any and all responsibility
and liability for injury and/or illness resulting from consumption of any food or beverage not prepared by Flavours by Sodexo or PantherDining.

Client Signature _____ Date _____

Advisor Signature _____ Phone _____ Email _____

Advisor Name (*for student organizations*) _____ Date _____

FOR OFFICE USE ONLY: Approved Denied Late Charge Required Date Response Sent To Client _____

Has customer completed and passed food safety training? Yes No

Has customer submitted a food-safety plan? Yes Needs Revision No

Student Center Event Planning Manager Signature _____ Date _____