

SNACK FOOD WAIVER REQUEST



STUDENT
CENTER

DIVISION OF STUDENT AFFAIRS

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

A chartered student organization or university department with an approved Snack Food Waiver may provide light refreshments/snacks for a small event in the Student Center focused primarily on its members. The Snack Food Waiver does not apply to events for large groups; therefore, waiver requests will not be considered for events in the State Ballroom, Salons, Ballroom Pre-function Area, Speaker's Auditorium or 260 Student Center West. Only special occasion cakes and cupcakes will be considered for the Student Center East lobby. Waivers are not available for the Courtyard before 3 p.m. All requests must be submitted at least three business days prior to the event; incomplete requests will not be considered.

Request Guidelines

Request must be submitted at least three business days before event date to avoid \$15 late charge.

- ▶ For food safety reasons, only food and beverages that do not require the maintenance of a serving temperature may be served, such as chips, crackers, nuts, cookies, special occasion cakes, bagels and doughnuts. Items that require temperature maintenance and are **not permitted** include foods such as lunch meat, mayonnaise, dips, cream cheese, vegetable trays, dairy foods, "potluck" dishes and delivery items [see next item].
- ▶ Food deliveries and outside caterers are not permitted. However, pizza deliveries, if consumed immediately, may be permissible.
- ▶ Cooking and heating appliances are not permitted, including chafing dishes, Sterno, coffeepots, microwaves, etc.
- ▶ Coffee and/or tea must be prepared in advance and transported and served from secure containers. Beverages containing red dye are not permitted.
- ▶ Ice must be delivered in secure containers, and precautions should be taken to avoid water damage.
- ▶ This request applies only to the reserved space indicated below. The event sponsor will be charged a cleaning fee if food is served in other spaces.
- ▶ The event sponsor is responsible for providing the necessary serving utensils and supplies as well as cleaning the room and removing or disposing of all items immediately following the event. Failure to do so will result in cleaning charges and may affect the organization's/department's privilege to reserve facilities in the future. Trash receptacles may be requested in advance from the Student Center Event Management Office.

Today's Date _____ Organization/Department _____

Contact Person _____

Email _____ Phone _____

Event Title and Description _____

Space Reserved _____ Confirmation No. _____

Event Date (Month/Day/Year) _____ Start Time _____ End Time _____

Please describe in detail the food and/or beverage items to be provided. **Not all food listed may be approved, and you cannot bring food not listed.**

I have read the Snack Food Waiver 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 Name (for student organizations) _____ Date _____

Advisor Signature _____ Phone _____ Email _____

FOR OFFICE USE ONLY: Approved Denied Waiver Granted with Changes _____

Student Center Event Planning Manager _____ Date _____

Late Charge Required Date Email Sent _____

REV 10/8/15

Questions? Contact Student Center Event Management.

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