Food Exemption Request

**Organizations are permitted one food exemption per semester.**
Requests must be submitted to the Student Life Office at the time of the room reservation or a minimum of 14 days before event.

### Organization Information

| Organization: | ________________________________________________ |
| Contact:      | ________________________________________________ |
| Address:      | ________________________________________________ |
| Phone:        | ____________________ Email: ____________________ |
| Event Date:   | ____________________ Time of Event: ______________ |
| Building:     | ____________________ Room: ____________________ |
| Number of Guests: | ________________________________________________ |

### Rules and Regulations

Your group has requested a food exemption for an event. The rules and regulations for use of outside food in the Ben Parker Student Center and the Student Recreation Center are listed below. If you fail to comply with these conditions, future use of the facility by your group could be denied. If you are granted a food exemption for this specific event, you acknowledge the following conditions:

**Type of food and supplies list (please be specific and list everything you intend to bring):**

| • Only homemade food may be provided by your organization. | Initial ______ |
| • No prepared food may be brought into the Student Center or Rec Center: Prepared food is defined as any food items purchased in final form: vegetable trays, ethnic food from a restaurant, prepared food from a caterer, pizza, snacks, etc. If you need clarification of the items you wish to serve, please meet with Conference Services for assistance. | Initial ______ |
| • Only homemade food may be sold as a fundraiser. | Initial ______ |
| • All trash must be placed in an outside dumpster. | Initial ______ |
| • All food and guests with food must remain in the assigned room. | Initial ______ |
| • All food supplies must be provided by the organization (i.e., table clothes, napkins, ice, plates, salt & pepper, utensils). | Initial ______ |
| • There are no facilities available for heating/re-heating or food preparation. | Initial ______ |
| • Damages to the facility or equipment will be the responsibility of the person signing below. | Initial ______ |
| • Student Life reserves the right the charge your organization a $75 fee. | Initial ______ |

**Signing and submitting this form implies agreement to all policies and regulations as outlined above:**

______________________________
Signature of Organization Representative

______________________________
Date

*Submitting form does not guarantee approval; you will receive written notification.*
### Office Use Only

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Request Approved in EMS?</td>
<td>Yes / No</td>
<td>Approvers Initials: _____ Reservation #____________</td>
</tr>
<tr>
<td>Request submitted within timeline?</td>
<td>Yes / No</td>
<td>No____________________</td>
</tr>
<tr>
<td>Menu submitted with request?</td>
<td>Yes / No</td>
<td>No____________________</td>
</tr>
<tr>
<td>Approved:</td>
<td>Yes / No</td>
<td>No____________________</td>
</tr>
</tbody>
</table>
| Food Exemption Fee ($75)                                     | Yes / No | If no, reason for denial:  
|                                                               |          |____________________________________________________________________________________________________ |
|                                                               |          |____________________________________________________________________________________________________ |
|                                                               |          |____________________________________________________________________________________________________ |
| Client notified:                                             | Staff Date | Date ______________ |
| Authorizations:                                              | Student Life Date | Date ______________ |
| Campus Dining                                               | Date ______________ | Date ______________ |

### Event Follow Up

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did group adhere to policies?</td>
<td>Yes / No</td>
<td>No____________________</td>
</tr>
<tr>
<td>If no, please provide documentation:</td>
<td></td>
<td>____________________________________________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____________________________________________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____________________________________________________________________________________________________</td>
</tr>
</tbody>
</table>