

**Dining and Hospitality Services Catering Exemption Request Form**

Clubs and departments may request a catering exemption from Dining and Hospitality Services for two reasons: (1) food is being 100% donated by an off campus vendor or 2) the department wishes to purchase food from an off campus vendor. Generally outside catering companies are not approved to be used on campus. Any outside food vendor coming to campus to prepare/serve food must provide a certificate of liability insurance in advance.

Requests for exemptions for food being 100% donated from the vendor must meet the following:

1. 100 percent of the food is donated from the food vendor.
2. The department/club has a documented plan for food safety.
3. The event is not held in an otherwise restricted space.
4. UCCS Dining and Hospitality Services is not expected to provide equipment or service items.
5. A Certificate of Insurance is required from all off-campus vendors donating catered food two weeks prior to the event.

Requests for exemptions to purchase food must meet the following:

1. The event is not being held in the following spaces: University Center, Upper/Lower Lodge, Kettle Creek, Roaring Fork, Gallogly, Cucharas, Library Apse, Heller Center, West Lawn, Daniels K-12 Room, Dwire 204.
2. The order is under \$75 and the event is outside the spaces listed above.
3. If the order is over \$75 and the event is outside the spaces listed above, an exemption will only be granted if DHS cannot accommodate the order.

**Please indicate your answers to the following questions:**

Food 100% donated by vendor?	Yes	No
Purchasing food from outside vendor with club/dept funds?	Yes	No

Departments - Please submit your exemption request form to Chad Garland Director – University Center and Conference Services (cgarland@uccs.edu) at least two weeks in advance.

Clubs – Please submit your exemption request via Mountain Lion Connect.

If the exemption is granted the sponsoring University department or club must agree to the following terms:

1. All food remains at the appropriate hot or cold temperature throughout the event.
2. All waste must be cleaned up and disposed of after the event (including removing all waste to external trash dispensers).
3. All disposable serving items will be of a compostable nature. Styrofoam and plastic cups/utensils are prohibited.
4. Any use of an open flame to heat dishes requires pre-approval from the campus Fire Marshall.
5. Parking for outside vendors is not provided and guest parking procedures will need to be followed.
6. All vendors providing food have submitted liability insurance per University policy.
7. Outside vendors are not permitted to use DHS kitchens.

**Please fill in the following fields:**

Date of Event	
Time of Event	
Location of Event	
Name of Event	
Purpose of Event	
Number of Expected Attendees	
Are you advertising the event? If so, where and to whom?	
Type of food being purchased or donated	
Name of vendor donating the food or vendor from which you are purchasing food from	
Explanation of exemption request vs. using UCCS Catering	
Describe how you will keep the food at the appropriate temperature. Use of sternos or other heating elements require approval from Ron Honn.	
Approximate total cost.	

**Response to Request**

\_\_\_\_\_ Approve                      Not Approved

Comments: