

Note: Submit Food waiver requests 2- 4 weeks prior to event date
*****Requests received less than 2 weeks prior to event date will not be considered*****

Request for Contract Waiver of Campus Dining Agreement

- ARAMARK-Campus Dining is the contract food provider for GVSU. All Food and Beverages for events on the GVSU campus are to be purchased through Campus Dining.
- Any groups wishing to request an exemption to the policy must complete this waiver form and submit it to the Catering Office located at Kirkhof Center 2 – 4 weeks prior to the event date.
- If a waiver is approved, the catering provider assumes liability for the food being served, and Campus Dining will not be held liable in any way.
- If approved, a copy of the waiver must be in the possession of a member of the group throughout the duration of the event.

Contract waivers may be granted when refreshments/food are served in the following situation:

1. A campus sponsored fund raiser
2. At the discretion of Campus Dining in special circumstances where products to be used are donated by vendors.

Waivers are **not granted** for events taking place in dining venues (Kirkhof Center, Kleiner, Connection, Commons & Alumni House) **Step 1:** Secure your room reservation through the appropriate scheduling coordinator. Once your room has been reserved, complete Section 1 of this form.

Section 1	Today's Date: _____
	Name of Organization: _____
	Event Location: _____
	Event Date: _____ Event Time: _____
	Product to be Served: _____
	Due to Health Department regulations, the following questions must be answered:
	Who is providing the catering? _____
	Is the caterer licensed? Yes <input type="checkbox"/> No <input type="checkbox"/> (One must be checked)
	Where will the food be prepared? _____
	Is the caterer serving the food? Yes <input type="checkbox"/> No <input type="checkbox"/> (One must be checked)
	Person Requesting Waiver: _____
	Address: _____
Phone: _____ E-mail: _____	
GVSU Faculty/Staff Advisor or Person Responsible: _____	
Department: _____ Phone: _____	

Step 2: After completing Section 1, take this form to the Campus Dining Catering office located at 0101 Kirkhof or submit electronically to catering@gvsu.edu. They will complete Section 2 of this form, which is the **Contract Waiver**.

Section 2	<i>Campus Dining agrees to waive its catering rights for the above event.</i>
	Date: _____ Campus Dining Director: _____

Step 3: If approved, a paper or electronic copy of the approved waiver form must be in the possession of a group member who will be present on the day of the event, throughout the entire event.

Timeline for Food Waiver Requests

Plan Ahead!
You will need to start the waiver request process 3-4 weeks before your event! Waivers received less than two weeks before an event will not be considered!

Set your event date and reserve your space on campus through Event Services (1110 KC)

On the day of your event, make sure a member of your group is onsite and in possession of the approved form throughout the entire event.

Obtain a Campus Dining Contract Waiver Agreement from the Classic Fare Catering Guidelines and Policies webpage.

Pick up form from Catering office, and if approved, a copy will be emailed to the Event Services Office and attached to your room reservation.

Complete Section 1 of the waiver form and drop it off at the Campus Dining Catering Office (0101 KC). They will review within 4 business days and notify you of the decision.

Ottawa County Health Department Guidelines for Providing Food for GVSU On-Campus Events

