

ARAMARK - ESU Dining is the contract food provider for East Stroudsburg University; All Food and Beverages for events and fund-raisers on the ESU campus are to be purchased and/or approved through Campus Dining. **Student groups wishing to request an exemption must complete the waiver form and submit it to the Catering Office at least 14 day prior to the event.** Forms submitted under this time period will not be considered and requests must have the signature of the space coordinator to be considered for approval.

If a waiver is approved, the catering provider assumes liability for the food being served, and Aramark - ESU 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.

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

1. Student organization budget fundraiser
2. At the discretion of Aramark - ESU Dining in special circumstances where products to be used are donated by vendors.

Organization: _____ Event Date: _____

Advisor Name: _____ Contact Phone #: _____

Contact/Event Coordinator: _____ Contact Phone #: _____

Name of Event: _____ Contact Email: _____

Event Location: _____ Scheduler Initials _____ Event Date: _____

Event Time: From _____ To _____ Approximate number of event attendees: _____

Vendor Name: _____ Vendor Phone #: _____

Contact Person: _____ Email: _____

Vendor Address: _____

Is the caterer serving the food? Yes / No

**I have been made aware that this group is requesting a catering waiver for their event in a space I schedule.
Please see Jill Hill for University Center and Sarah Ruth Tundel for all other University Locations**

Space Coordinator: _____ Date _____

Reason for request: Student Potluck - Fund Raiser - Specialized Food - Other (explain below)

Required Documents from external vendor: Current Serve Safe Certificate - Current Date Food License - Current Business License*

**approval for outside caterer will not be given without all three documents*

It is hereby agreed that the aforementioned individual/student organization will indemnify and hold harmless East Stroudsburg University and Aramark Dining from any claims or actions which may arise from the food at the event described herein, and that I agree to properly refrigerate and hold all perishable items. When another caterer does provide food, they may not use food service facilities. Aramark will not store or heat food from an outside vendor.

Approved _____

Denied _____

Approval Reason: _____

Denial Reason: _____

Catering Supervisor: _____ Date _____
Print Signature

Event Coordinator: _____ Date _____
Print Signature

Disclaimer: Submission of this form does not guarantee approval of request

