



OHIO
UNIVERSITY

CATERING EXEMPTION REQUEST

Catering Exemption Requests must be submitted to Catering Services at least 21 days prior to the date of your event

Catering Services will work with any group to meet their unique menu needs within their budget. Catering Services will also work with your recipes and provide a taste testing before recommending an exemption to the Director.

TIMELINE / STEPS TO FOLLOW

1. **30 days prior to start of event:** Set up a meeting with Ohio University Catering (740) 593-4036 to go over needs. If Ohio University Catering cannot meet your needs, they will give you a signed Catering Exemption Request. If the event is in Walter Hall, you do not need to meet with Ohio University Catering; however, you do need obtain and complete a Catering Exemption Request from Ohio University Catering.
2. **21 days prior to start of event:** Submit completed Catering Exemption Request to Culinary Services, Room 125 in Baker University Center (Fax #: 740.593.9361). Exemption will be granted or denied within 3 business days via e-mail or phone call. If you are not using an outside caterer complete the "Food Prepared by Someone Other Than Restaurant/Caterer" section on the Catering Exemption Request and submit the credentials of the person preparing the food along with the Catering Exemption Request to Culinary Services.
3. **14 days prior to start of event:** If exemption is granted find an outside caterer and submit caterer's food license and proof of \$1 million liability coverage to the Ohio University Catering office.
4. **7 days prior to start of event:** Complete the Permit to Sell/Serve Food on Campus and receive approval from Chad Keller, Environmental Health & Safety, University Service Center Rm 143. Permit to sell/serve food is available at www.ohiou.edu/ehs.em_food_policy.htm. The permit to sell/serve food must be on display during the event.
5. Exemptions from using Ohio University Catering for campus events will be granted only if we are unable to fulfill your needs. The process for requesting an exemption are as follows:
 - At least **thirty (30)** days prior to the planned function, the event planner should meet with a staff member from Ohio University Catering. If the catering staff person determines that we are unable to accommodate your request, we will provide you with a "Catering Exemption Request" form and will provide further assistance as possible.
 - Submit the completed "Catering Exemption Request" form. The event planner must submit the completed "Catering Exemption Request" form to Ohio University Catering by fax (593-0135) or through campus mail, to "170 WUSOC," or online, linked through <http://www.ohio.edu/catering/>, at least **twenty-one (21)** days before the planned event. Exemptions typically will be approved or denied within three business days.
 - Ohio University Catering will inform the organizer of the decision as promptly as possible. If the decision is not to grant the exemption as requested, Ohio University Catering may inform the organizer of alternatives that would be approved, and shall inform the organizer of the opportunity to appeal the decision as described in part (D)(8) of this policy.
 - If an exemption is granted, the caterer must file a food license and provide proof of a one-million-dollar liability insurance policy at least fourteen days prior to the event to qualify as an approved and eligible caterer. If food is to be prepared by an individual or group of individuals, it must be prepared in a licensed kitchen that has been inspected by the Ohio department of health, has been issued a food license, and that is managed by an individual with certification in food safety (e.g., "ServSafe").
 - The event planner must also complete the "Permit to Sell/Serve Food on Campus" and receive approval from environmental health and safety, "142 University Service Center, 49 Factory Street," at least **seven (7)** days before the event. Permits must be displayed during the entire event.
 - Situations that are routinely granted an exemption to the policy as a result of the first three stages of this process, as described in parts (D)(1) to (D)(3) of this policy, include the following:
 - Events for which Ohio University Catering is unable to provide a service due to the unique needs of the group (i.e. cultural, ethnic, or religious programming).
 - Food that is donated by a caterer with a current food license. The caterer must submit, with the "Catering Exemption Request" and the "Permit to Sell/Serve Food on Campus," documentation (e.g., on company letterhead) specifying the food to be donated and identifying the applicable food license.

Catering policy details may be found at: www.ohiou.edu/policy/47-015.html and www.ohiou.edu/ehs.em_food_policy.htm

Meeting with Ohio University Catering: You must meet with Ohio University Catering to determine whether or not they can accommodate your needs. This meeting must happen at **least 30 days prior** to the start of the event.

Date of meeting: _____ Catering Manager's Signature: _____

A Catering manager will sign if he/she cannot accommodate the catering request.

Reason for exemption request: _____

Event Information

Name of Event: _____ Date of event: _____

Location of Event: _____ Number of people attending event: _____

Organization Information

Today's Date: _____ Name of organization: _____

Name of Advisor: _____

Advisor E-mail: _____ Advisor Phone: _____

Advisor' Signature: _____ Date: _____

By signing this agreement the organization advisor assumes all responsibility for this event and agrees to follow all Ohio University policies regarding this exemption.

Name of organization's President: _____

President's E-mail: _____ President's Phone: _____

Name of Student(s) planning event: _____

E-mail of students planning event: _____

Phone number's of students planning event: _____

Food Prepared by Restaurant/Caterer (skip if food is being prepared by someone other than a restaurant or caterer)

Please list the food and beverage items for this event (if alcohol is being served Culinary Services must provide the alcohol service and you must attach an approved copy of an alcohol permit available in room 201 Baker University Center Administration and on-line)

Name, phone number and address of caterer who will provide the food (attach a copy of the caterer's Food license and proof of current liability insurance which meets a minimum \$1 million liability coverage. If the food is donated attach a letter from the caterer on business letterhead verifying that the food is being donated. If these items are not attached, the request will be denied)

Once the food is at the event how will hot food be kept at 135 degrees F or above and cold food at 41 degrees F or below?

Food Prepared by Someone Other Than Restaurant/Caterer

What are the credentials of the person(s) preparing the food (i.e. are they certified in safe food handling? Attach a copy of their ServSafe Certificate.

Where will the food and beverages be purchased?

Where will the food be prepared? Food must be prepared in a licensed kitchen. A licensed kitchen has a current Food license. Ex: ACEnet on Columbus Rd or any commercial restaurant kitchen. Please attach a copy of Food license.

(Do not write below this line)

_____ Approved _____ Denied

Comments:

Vice President of Auxiliaries Date _____

If approved, take a copy of this form to Chad Keller, Environmental Health and Safety, University Service Center, Room 143, and complete and receive approval for a Permit to Sell/Serve Food on Campus. All documentation must be returned to Catering Services. Requests are not approved until you have received a confirmation copy of this form from Culinary Services.

Ohio University Catering Services
Baker University Center, Room 125
Athens, OH 45701-2979
Telephone 740.593.4036 and Fax 740.593.9361
e-mail: dining@ohio.edu

Revised: 12/21/12
