

# REQUEST FOR EXCEPTION TO THE UNIVERSITY FOOD POLICY

TO: Jeffrey Vitter, Provost and Executive Vice Chancellor

Date of request: \_\_\_\_\_

FROM:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

2. Date of event \_\_\_\_\_ Day of Week: M T W R F Sa Su

3. Purpose of event: \_\_\_\_\_

4. Description of event:

Location: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Event start time: \_\_\_\_\_ Serve start time \_\_\_\_\_ Ending time: \_\_\_\_\_

Type of food to be served: \_\_\_\_\_

Beverage(s) to be served: \_\_\_\_\_

5. Name of proposed licensed vendor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Rationale for Exception to the University Food Policy: \_\_\_\_\_

\_\_\_\_\_

7. Person responsible for enforcing these requirements: \_\_\_\_\_

- a. Ensures compliance with all stipulations governing the exception.
- b. Ensures that no alcoholic beverages are served.
- c. Accepts all liability.

8. The Sponsoring Organization agrees that it shall be responsible for any claims of injury or damage arising out of the service of food at its event. The Sponsoring Organization further agrees to indemnify and hold harmless the University of Kansas, the KU Memorial Unions, Kansas Athletics, Inc., and their employees and agents from any claims arising out of the service of food at the event.

Signature \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Name and title of person responsible for approving location named above Date: \_\_\_\_\_  
acknowledged

\_\_\_\_\_  
David Mucci, Director, KU Memorial Unions and/or Date: \_\_\_\_\_  
Sheahon Zenger, Director, Kansas Athletics, Inc. acknowledged

Recommendation & comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Jeffrey Vitter, Provost and Executive Vice Chancellor Date: \_\_\_\_\_  
approved/denied

cc: Chair, University Events Committee

# THE UNIVERSITY FOOD POLICY

Any food/snacks sold or given away on campus must be obtained through and/or prepared by KU Dining Services, the University's licensed, health-inspected facilities or by the licensed caterers and concessionaires contracted by Kansas Athletics, Inc. for food service in conjunction with athletic events. Organizations sponsoring "closed" potluck events may obtain special permission from the University Events Committee to provide their own food if all of the following criteria are met:

- a. Potluck is defined as members providing their own individually prepared food.
- b. The activity is only for organization members.
- c. The activity is held outside the facilities of the KU Memorial Unions and the university residence halls.
- d. No admission is charged.

*Exceptions to the University Food Policy require the approval of the Provost and Executive Vice Chancellor in accordance with the following regulations*

## **REGULATIONS FOR EXCEPTIONS TO THE UNIVERSITY FOOD POLICY**

Normally, food and/or beverages for groups using the facilities of the KU Memorial Unions or the university residence halls must be provided by KU Dining Services. Any exception to this requirement must have the explicit, written endorsement of the KU Memorial Unions. The KU Memorial Unions may adopt guidelines that regulate the conditions under which such exceptions are granted.

### **I. Receptions:**

Exceptions to the university policy may be granted in the case of receptions following student recitals, and gallery openings, when open to the general public if the following guidelines are followed:

- a. The food must be from a licensed caterer.
- b. The food must be prepackaged.
- c. The food must be able to be stored at room temperature without spoilage, examples being cookies, punch and pretzels
- d. The activity is held outside the facilities of the KU Memorial Unions and the university residence halls.
- e. No admission is charged for the reception.
- f. The sponsoring organization accepts liability.
- g. Alcohol is not served.

### **II. Donated Food**

Exceptions to the university policy may be granted in the case of donated food if the following guidelines are followed:

- a. The food must be from a licensed purveyor.
- b. The food must be prepackaged.
- c. The food must be able to be stored at room temperature without spoilage.
- d. No admission is charged.
- e. The sponsoring organization accepts liability.

### **III. Licensed Purveyors and Caterers.**

Exceptions to the university policy may be granted in the case of the engagement of private, licensed purveyors or caterers if the following guidelines are followed:

- a. Private, licensed caterers may be engaged only with the prior acknowledgment of KU Dining Services or by Kansas Athletics, Inc. in the Scholarship Suites within Memorial Stadium and only under such circumstances as are deemed prohibitive by KU Dining Services or KAI.
- b. Private, licensed purveyors may donate food only with the approval of the university concessionaires (KU Dining Services and/or the KU Athletic Corporation, each where applicable and appropriate).
- c. Private, licensed caterers who serve soft drinks or waters must serve products from the line of beverages produced by the approved University beverage provider.

Approved by the Executive Vice Chancellor, March 1992; updates approved by the Provost and Executive Vice Chancellor February 2006.