TEXAS A&M UNIVERSITY-CORPUS CHRISTI
EXEMPTION FORM FOR FOOD SERVICE ON CAMPUS
Office (361) 825-5710 / Fax (361) 825-5925

Please complete the following to determine whether your campus event qualifies for a food exemption. All requests to serve food on campus require prior written approval from the Office of University Services at least **five (5)** business days prior to the event.

Event/Function Information Section:

Name of Event: _____ Contact Name: _____

Type of Event: _____ Contact Number: _____

Date of Event: _____ Scheduled Time: _____ E-Mail Address: _____

Location of Event: _____ Expected # in Attendance: _____

Group/Organization Information:

Group Name: _____ Contact Number: _____

Advisor/Sponsor: _____ Title: _____

OUTSIDE FOOD SERVICE INFORMATION

☐ YES (Vendor): _____

☐ NO, we are supplying our own food
(Attach food handler's permit, if applicable)

Food Purchased from Outside Vendor

☐ Copy of food quote from Dining Services **or** statement from Dining Services Catering Manager declining event
☐ List of donated items and donor name and address
☐ Fast food exemption (5 participants and $60 or less)

Food Donated from Outside Vendor

☐ Copy of donor's health insp. /food handler's permits
☐ List of donated foods from vendor

Fundraising

☐ Signed copy of Fundraising/Philanthropy Request provided by Student Activities
☐ Completed "Food Sale Guidelines" form

The University's food service partner has exclusive rights to provide food services to our campus including cash operations and debit functions through Sanddollars and catering services. Dining Services is responsible for compliance with all health regulations, licensing, taxes and workers compensation insurance required by law for all campus food service operations. Dining Services will provide all food service support for events hosted on campus. However, the University realizes that student organizations and University departments have events that may require exception to this rule. The exceptions are listed below.

1. Recognized student organizations and University departments may provide non-perishable refreshments and snack food items served by and for their exclusive use and cannot be offered for sale or exchanged for a required donation. Items served may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages, cookies, doughnuts, crackers, candy, chips, nuts, pre-packaged items, etc. Donated items may be included in this category (see 3).
2. Recognized student organizations and University departments that are engaged in fund raising opportunities on campus may provide non-perishable refreshments and snack food items. Items used as fundraisers may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Pepsi products only), cookies, doughnuts, crackers, candy, chips, nuts, and other pre-packaged items. The organization or department may not prepare or re-package items without a current food handler's permit. Donated items may be included in this category (see 3).
3. Donated items may be used for number 1 and 2 above with the following restrictions. Donated items that are prepared, cooked or packaged must be from a kitchen that is certified by the Health Department and the food handler must possess a certified food handler's permit. Donated beverages used for fund raising opportunities must be Pepsi products only. Please provide a copy of the current health inspection and/or food handler's permit, location name, location address and item(s) being sold. Events using donated foods which are cooked/baked will be scheduled in a location other than the University Center. The food exemption request will not be approved prior to receiving the completed "Fundraising/Philanthropy Request" form from Student Activities. Donated food will not be allowed in residence halls without prior coordination with Camden Properties.
4. If "fast food" is prepared before delivery and is not served or catered by the company to a group on site, the catering policy does not apply. These small gatherings should consist of no more than five (5) participants and valued less than $60. Also, the outside services being utilized should not be designated as a catering company.
5. The requesting entity assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.
6. External entities are subject to the terms and conditions shown herein.

FOR OFFICE USE ONLY

_____ Approved _____ Not Approved ____ Need More Information

Specific additional information needed: _____

Reviewed and approved by: _____ Date: _____

Faxes: ____ Dining Services ____ UC Scheduling Office _____ Camden

Revised August 2011