

## DONATED FOOD REQUEST FORM (POLICY EXCEPTION REQUEST)

Groups wishing to serve donated food products on the University campus must complete the following form and return it to the Director of Conference, Reservations and Event Services a minimum of 15 business days in advance of the event. The group will be notified of the status of their request within 10 business days. Groups are advised to complete this form as far in advance as possible.

### University Policy Statement #71

Any time a meeting space is reserved on campus (see Policy Statement #21) and food is to be served or consumed, the following guidelines must be followed.

1. All commercially prepared food (with the exception noted below) must be prepared by the food service company under contract to the University, hereinafter referred to as the food service vendor. Commercially prepared food means food items which are prepared by a commercial establishment.
2. Special low cost menus are available to affiliated groups. Arrangements for such meals should be made by the affiliated group with the food service vendor. A menu of such low cost meals will be prepared and distributed to affiliated groups at the beginning of each semester. Generally, the affiliated group will be required to pick up the food, provide for serving the food, provide eating utensils and plates, return serving dishes to the food service vendor and meet other such conditions that might be specified by the vendor.
3. Covered dish functions, in which the food is prepared by individuals rather than commercial establishments, are allowed.
4. Picnics (for which there is no admissions charge) sponsored by a recognized affiliated group, are allowed with the affiliated group having the option of purchasing food from the food service vendor or treating them as covered dish functions.
5. Prepackaged items (such as potato chips and pretzels) and brown bag lunches are permissible.
6. The only exception to the above is: the International Festival which takes place annually on UNC Charlotte's campus.

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### FORMAL REQUEST

Group: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Title of Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Food is donated:  Y  N Food served will be pot luck:  Y  N

Establishment providing donated food: \_\_\_\_\_

*Note: Requires memo on company letter head from establishment indicating product and quantity being provided.*

Description of food that will be provided: \_\_\_\_\_

How food will be kept hot/cold: \_\_\_\_\_

*Note: No open flame or cooking is allowed inside the building. Please see University Policy #55.*

\_\_\_\_\_  
Signature of Responsible Party (must be a member of the affiliated group) \_\_\_\_\_ Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

#### For office use only

Auxiliary Services Approval \_\_\_\_\_

Event Services Coordinator \_\_\_\_\_

initial

Other/Special Circumstances \_\_\_\_\_

initial