



Food Service Request Form for Clubs and Organizations

REQUESTS NEED TO BE SUBMITTED 2 (TWO) WEEKS PRIOR TO EVENT DATE

All foods must be prepared using the guidelines listed below:

- Foods sold must be from a reputable purveyor and prepared following proper sanitation guidelines including washing products and preventing cross contamination
- Foods need to be transported in food grade approved, sanitary containers that are tightly covered.
- Food must be handled using gloves and utensils, and all service personnel must maintain proper handwashing procedures
- All HOT foods must be maintained at a temperature above 140F over a heat source, with temperatures verifying this taken hourly
- All COLD foods must be maintained at a temperature below 40F in ice or in a cooler on ice, with temperatures verifying this taken hourly
- Food being held on a buffet line or more than 2 hours outside the correct temperatures will be discarded

By signing this form as the coordinator of a special event involving the serving of food, I agree to practice the above guidelines for food safety. I understand that all serving equipment, ice, serving utensils, and food handler’s gloves will be provided by the club/organization at its own expense. If food safety guidelines are not met during the day of your event, I agree that the event can be cancelled or rescheduled to a day when food safety guidelines are adhered to.

Signature of Club/Organization Event Coordinator

Date

Signature of Director of Campus Dining

Date

Signature of Student Development Representative

Date

Name of Club/Organization: _____ Event Coordinator: _____

Email Address: _____ Phone Number: _____

Date of Event _____ Start Time _____ Finish Time _____

Event Location _____ Menu Items _____

THIS EVENT IS CONFIRMED WHEN FOOD REQUEST FORM IS SIGNED AND DATED BY ALL PARTIES