

NORTHERN ARIZONA UNIVERSITY
FOOD SERVICE WAIVER POLICY

Northern Arizona University Campus Dining has an exclusive contract for food service on the Flagstaff campus. Planners of events held on campus where food will be served must contract with NAU Campus Dining to provide the food.

Events include, but are not limited to:

- catered events
- residence hall activities
- club activities
- brunches
- buffets
- refreshments and breaks
- conferences, etc.

NAU Campus Dining recognizes that there are some circumstances where using their services is not cost effective. Therefore, we have adopted the following policies that allow student clubs and organizations and university departments to request a food service waiver of this requirement for the event.

Waivers will NOT be granted for events where the food to be served is prepared at home or needs to maintain a certain temperature (i.e., food that must be kept hot or cold to prevent spoilage).

Waivers for food service will be granted:

- if the food to be served is pre-packaged and sealed,
- if there is no charge to attend the event, and
- if the food will not be sold to participants.

If your event does not meet criteria for a waiver, please contact NAU Catering Services at 523-3975 to discuss and schedule your event.

If your event meets the above criteria for a waiver, please complete the attached Food Waiver Form. ***Exceptions to policy may require an NAU-approved certificate of insurance.***

Requests for food service waivers and certificates in insurance must be submitted **TEN (10)** business days prior to the event.

The above policy is to ensure that those persons attending the event are protected from illness caused by improperly prepared or stored food; and that NAU Campus Dining, Northern Arizona University, the Arizona Board of Regents, the State of Arizona, and the entity sponsoring the event are protected against liability.

**FOOD SERVICE AGREEMENT
NORTHERN ARIZONA UNIVERSITY
FOOD WAIVER FORM
PHONE: 523-2391 FAX: 523-8994**

TYPE OR PRINT

updated 3/16/10

I/We, representing _____
hereby accept full and complete responsibility for serving for following on the Northern Arizona University campus:
(Describe each food and beverage item to be consumed and where the food is coming from)

Name and Purpose of Event: _____

Date(s): _____ *Time(s):* _____ *Location:* _____

Estimated attendance: _____

I/We verify that there is **no charge** to attend this event and **no charge for food or beverage**. _____ (initial)

I/We understand that all completed food waiver forms are to be submitted to the Dining & Card Administration Office (Bldg 30, Room 209) at least **ten business days** prior to the event to allow for processing.

I/We further understand that activity participants **will not be charged for food and beverages consumed**, unless approved by the Dining & Card Administration Office, and that we must adhere to all county, state and federal rules and regulations regarding health standards for the general public. Furthermore, I/we assume **all responsibility for such compliance**, and understand that permission to do so is limited to **this single event**. All parties are required to obtain a permit from the County Health Department to give away food and beverage items. Cost for this permit is the responsibility of the petitioning party/organization.

I/We also understand that dark-colored (purple, red or orange) juices **may not** be served in carpeted areas, that our organization may be held financially responsible for food or beverage damage or stains, and that we are completely responsible for cleaning the area and for discarding any trash. I/We will assume complete financial responsibility for any resulting clean-up charges from the hosting facility.

I/We further understand and agree to hold harmless, without liability, the Dining & Card Administration office, NAU Campus Dining, Northern Arizona University, and the Arizona Board of Regents, and the State of Arizona.

PRINT AND SIGN *when applicable / +required

date recvd:

* Student Life Event Request Attached	Date
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* Organization Advisor	Phone	Fax	Email	Date
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+Organization Applicant	Phone	Fax	Email	Date
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+Facility Manager	Phone	Fax	Email	Date
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OFFICE USE ONLY:

NAU Campus Dining	523-3975 Phone	523-2071 Fax	catering@nau.edu / casey.fisher@nau.edu Email	Date
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NAU Dining & Card Admin	523-2391 Phone	523-8994 Fax	andrea.graves@nau.edu / thomas.eberly@nau.edu Email	Date
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