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. Please note that pricing is not the sole criteria for approving an exemption request.**

Event/Function Information Section:

Name of Event: _____

Contact Name & Phone # : _____

Group Name: _____

E-Mail Address: _____

Date & Time of Event: _____

Expected Number of Attendance: _____

Location of Event: _____

Event Funding Source: _____

Reason For Exemption Request

_____

_____

OUTSIDE FOOD SERVICE INFORMATION

Name of Vendor: _____

- ☐ Copy of food quote from Dining Services **or** statement from Dining Services Catering Manager declining event
- ☐ Quote from outside vendor

WE ARE SUPPLYING OUR OWN FOOD

- ☐ Provide list and source of foods along with pricing
- ☐ Food handler's permit(s), if applicable.

FUNDRAISING

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

FOOD DONATED FROM OUTSIDE VENDOR

- ☐ Copy of donor's current health license
- ☐ Signed donation letter from donor
- ☐ List of donated items and donor name & address

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. **Please note that outside entities will not be allowed to cook or prepare food on our campus, regardless of the funding source, unless there is a prior contractual relationship with the university for the services**. The guidelines for requesting an exemption follows.

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. Examples of items that may be served 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. Examples of items that may be used as fundraisers 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 numbers 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 food handlers must possess a current certified food handler's permit. Please provide a copy of the donor's current health license, donor's name, address and items being donated. A signed donation letter from the donor is also required. Events using donated foods which are cooked/baked will not be allowed to cook or prepare food on campus. Donated beverages used for fundraising opportunities must be Pepsi products only. Donated food will not be approved for use in residence halls without prior approval from Camden Properties.
4. The requesting entity and donor, if applicable, assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed. All outside entities must provide proof of product liability insurance.
5. External entities are subject to the terms and conditions shown herein.

FOR OFFICE USE ONLY

_____ **Approved** _____ **Not Approved**

Specific limitations: _____

Reviewed and approved by: _____ **Date:** _____

Copies: ____ **Dining Services** ____ **UC Scheduling Office** _____ **Camden**

Revised Sept 2015