



UNIVERSITY CULINARY SERVICES Food Refreshment Waiver Request Form

Submit a completed request form at least two weeks in advance of the event via email Scott Imhoff simhoff@kent.edu. A decision will be made at least one week prior to the scheduled event.

(Required) Please use this space to provide justification/reasoning for why the waiver is needed:

Date: _____ Name: _____

Department: _____

Department Address: _____

Telephone: _____ Email Address: _____

Services Requested: _____

Number to be Served: _____

Breakfast _____ Lunch _____ Dinner _____ Other _____ Fundraiser _____

Contact Person: _____

Date of Event: _____ Time of Event: _____

Location: _____

Type of Food Being Served: _____

List of Anticipated Attendees: _____

*Licensed restaurant or licensed establishment preparing the food: _____

OFFICE USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE

Approved

Not Approved

Returned for Additional Information

Date: _____ Approver: _____

Kent State University Culinary Services has exclusive rights to catering on campus and has sole discretion to approve or not approve any waiver requests. **Note:** Completed waiver forms should be shared with your departmental business manager.

- Once Approved- University Culinary Services assumes no responsibility for preparation, handling, or distribution of any menu items
- Please attach a copy of the vendor license (This will be required in order for the form to be processed.)
- University sponsored events must use approved beverage contractor-Pepsico

NOTE: Once a food waiver is approved, the catering department will not provide additional resources including but not limited to service ware linen, beverages etc.