



# UNIVERSITY DINING SERVICES Food Refreshment Waiver Request Form

Submit a completed request form at least two weeks in advance of the event via email Michael O'Karma [mokarma1@kent.edu](mailto:mokarma1@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 Dining 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 Dining 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.