MURRAY STATE UNIVERSITY™

Food Waiver Request

Policy:
Murray State Dining Services Catering Department has right of first refusal* for any catered events held in the Curris Center and The Murray Room, located in the Regional Special Events Center (RSEC). Groups not adhering to the following procedure may have their event not approved and their room reservation cancelled.

Procedure:
After confirming room reservation, please contact the Catering Office and outline the services your group(s) will need. Please be specific so accurate comparisons of products and services can be made. Catering will evaluate each event and determine the necessary paperwork to be completed.
Food waivers will be approved or denied and sent back to room scheduling office.
No outside caterers will be permitted access to the Curris Center or The Murray Room.

Allowable circumstances:

1. The hosting group is a student organization with event approval by a faculty/staff advisor. Food waiver approval is dependant upon menu and number of people being served. (Catering requires a letter/e-mail stating pertinent event information at least five days in advance of the event.)
2. The food items will be donated for campus related or non-profit events. This is also dependant upon menu and number of people being served. (Catering requires a complete list of items and organizations providing the food at least five days in advance of the event.)
3. The event necessitates special foods requiring specific culinary skills that may not exist in the Catering department. (Catering requires a complete list of items and organizations providing the food at least five days in advance of the event.)
4. Catering is unavailable. This must be confirmed in writing from the Murray State University Dining Services Department.

Failure to comply with this policy could result in the restriction of future use of facilities.

Any group receiving an approved food waiver will be solely responsible for setup, cleanup and service of their events, unless other arrangements have been made with the Catering department.

**** First right of refusal means that every group who arranges for service must first get a written quote estimating the cost of services for their event on an item per item basis.***

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Food Waiver Request Form

Please print and return the completed form to the Catering Office, first floor Curris Center.

Group Name:_____

Coordinator:_____

Phone: ( ) - _____

E-mail Address: _____

Event Date:____/____/ 2009 Time:_____ Approx #:_____

Room:_____

Event Type:_____

Items:	**Items Provided By:**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>On Campus Student Organizations Only:</u>

Student Organization: _____

Faculty/Staff Advisor:_____

Department: _____

Advisor Phone: ( ) - Ext: ___

Signature: _____

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Approved/Not Approved By:_____ Date:___/____/2009

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