

**THE UNIVERSITY OF MEMPHIS**  
**APPLICATION FOR EXCEPTION TO BRING FOOD ON CAMPUS**  
**(Please Print)**

1. Organization/Group Name \_\_\_\_\_  
(Check one)  Student Organization  
 University Department  
 Individual or Non -University Organization

2. Purpose of Activity \_\_\_\_\_

3. Date of the Activity \_\_\_\_\_ Time \_\_\_\_\_ Number of Participants \_\_\_\_\_

4. Location: Building \_\_\_\_\_ Room \_\_\_\_\_

5. Has space use been secured? Yes \_\_\_\_\_ No \_\_\_\_\_  
Facility must initial

6. Is the food to be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: Student organizations must complete a "Solicitation for Funds" form.**  
**(FORM IS AVAILABLE AT UC INFORMATION DESK OR FROM STUDENT ACTIVITIES COUNCIL)**

7. Is the activity open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Specify the exact types of food and/or soft drink desired to bring on campus

9. Why do you not want to use University Dining Services? (Note: Cost does not justify an exception)  
[If food is being donated, give name & phone number of vendor donating food]

**INFORMATION BELOW MUST BE PRINTED**

1. Applicant (Responsible Person: \_\_\_\_\_  
Local/Office Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Fax # \_\_\_\_\_ Home/Dorm Phone \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Faculty/Staff Advisor/ \_\_\_\_\_ Fax # \_\_\_\_\_ Date \_\_\_\_\_  
Sponsor Signature

3. \_\_\_\_\_ Date \_\_\_\_\_  
Student Organizations Office or Department /Activity Head or Public Service

APPROVED: Yes \_\_\_\_\_ 4. \_\_\_\_\_ Date \_\_\_\_\_  
No \_\_\_\_\_ VP for Student Affairs Office (235 Administration Building)  
(Phone: 901.678.2114, Fax: 901.678.5206)

COMMENTS: \_\_\_\_\_

Original copy only of this form must be routed and approved in sufficient time to allow final approval five working days prior to the event.

C: Facility \_\_\_\_\_ Dining Services \_\_\_\_\_ Other \_\_\_\_\_  
Applicant \_\_\_\_\_ Public Service \_\_\_\_\_ Student Org. \_\_\_\_\_