

STEP 1: APPLICANT AND ACTIVITY INFORMATION

Title of Activity: _____ Estimated Attendance: _____
 Purpose of Activity: _____ Activity Time: _____
 Location of Activity (Building and Room): _____ Activity Date: _____
 Organization/Group Name: _____
 Local/Office Address: _____
 Applicant (Responsible Person): _____ Date: _____
 Applicant Signature: _____ Phone: _____
 Applicant Email: _____ Fax: _____

Is the food to be sold?* ☐ Yes ☐ No

Open to the campus population? ☐ Yes ☐ No

Reason for not using University Dining Services?
 Note: Cost/Value/Donated Food is not a justifiable exception.

List the exact food and/or beverages desired to bring on
 campus as well as vendor information & needs:

*Student organizations selling food must complete a "Solicitation for Funds" form, available online in Tiger Zone.

STEP 2: FACULTY/STAFF ADVISOR/SPONSOR SIGNATURE

Name: _____ Date: _____
 Signature: _____ Email: _____

STEP 3: SUBMIT TO SCHEDULING OFFICE

Original completed form, with ALL signatures, must be submitted to the Scheduling Office no less than two weeks prior, with the approval granted and returned at least 5 days prior to the event.

FOR OFFICE USE ONLY

Scheduling Office Name: _____ Signature: _____ Date: _____
 Dining Services Name: _____ Signature: _____ Date: _____
 Comments: _____
 CC: Facility _____ Dining Services _____ Accounting _____ Other _____
 Applicant _____ Public Service _____ Student Org _____

1. CHARTWELLS has a contract with the University of Memphis, which does not allow outside food to be brought on campus except in special situations, which require approval. Violation of this policy, especially if it has not been thoroughly discussed with CHARTWELLS, could result in contract violation issues. Student events with a total food value under \$500 and faculty or staff events with a total food value under \$200 are allowed to bring food in from off campus, but receipts must be kept to prove value.
2. This policy does not apply to food brought in for individual or private office consumption, including Residence Hall rooms.
3. Food may not be ordered from CHARTWELLS and combined with the \$500 exception (student groups) or \$200 exception (faculty or staff) or with food brought in for individual or private office consumption.
4. The only exceptions relative to location beyond Residence Hall rooms are for: vending, Campus School, Cecil C. Humphreys School of Law, University Bookstore, Athletic concessions, and the facilities managed under the Valor food contract (FedEx Institute of Technology, Fogelman Executive Center, Holiday Inn).
5. Some exceptions are occasionally approved for food being brought in. Exception approvals must be granted (not submitted) 5 days prior to the event. As space is reserved, requests for food exceptions will be forwarded to Dining Services. If Dining Services agrees to the exception, the requestor will be provided the form available via the link on the next web page by the University Center staff or the scheduler making the reservation.
6. Approval for exception because of donated food should not be assumed.
7. Approval is usually given for student groups to have one bake sale of some sort per semester for fund-raising – approval must be given in advance through the University Center Scheduling Office.
8. Requests to bring pizza on campus will be approved (because CHARTWELLS has given blanket approval).
9. If an exception is approved, no dining services space or staff should be utilized.
10. This policy applies on all university property – Alumni Center, Student Plaza, University Mall, etc.
11. Pricing of food is not a valid reason to request an exception approval. CHARTWELLS provides many services for our campus and its prices cannot always be compared with other vendors.
12. Hoping for an exception approval and requesting CHARTWELLS to provide food on short notice is NOT a valid reason for exception approval.
13. If a third party vendor is involved additional requirements exist. A transient use agreement must be filled out and sent through procurement, and all conditions met as outlined on the use agreement.
14. The Food Services Exception Form can be filled out on-line and submitted to the University Center Scheduling Office in room 255 of the University Center or emailed to scheduling@memphis.edu.