

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: _____ University Department
 Local/Office Address: _____ Student Organization
 _____ Non-University or Individual
 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](#).

**Please reference [University of Memphis Purchase of Meals Policy BF4002](#).

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 exclusive rights to provide catering services for the University of Memphis, including the Lambuth Campus*. However, student events with a total food value under \$500 and faculty or staff events with a total food value under \$200 are allowed to utilize an off-campus vendor, but receipts must be kept to prove value.
2. Some exceptions greater than these thresholds are occasionally approved for food provided by an off-campus vendor. Donated food valued greater than the noted thresholds may only be provided through this exception process.
3. Exception approvals must be granted 5 days prior to the event.

If you are reserving space on campus through Conference and Event Services, requests for food exceptions will be forwarded to Dining Services. If Dining Services agrees to the exception, the requestor will be provided the form on the previous page by the University Center staff or the scheduler making the reservation. If an exception is approved, no dining services space or staff shall be utilized.

If you are hosting a department meeting or event that is not booked through Conference and Event Services, the form must be submitted to scheduling@memphis.edu for proper routing and approvals.
4. 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.
5. Approval is usually given for student groups to have one bake sale per semester for fund-raising – approval must be given in advance through the University Center Scheduling Office.
6. Requests to bring pizza on campus will be approved (CHARTWELLS has given blanket approval).
7. 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.

*The exceptions relative to location are for: food brought in for individual or private office consumption, residence hall rooms, 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, and Holiday Inn).