
DIVISION OF STUDENT AFFAIRS

APPLICATION FOR EXEMPTION TO UNIVERSITY POLICY ON FOOD FOR EVENTS

It is Salisbury University policy that University Dining Services (UDS) is the exclusive provider of food served on the campus or other property owned or leased by the University. The policy exists to protect the health, safety and reputation of Salisbury University and the campus population. It is applicable specifically to events funded by the university &/or those where the attendance is open to the campus public.

The University has the sole authority to permit exceptions on a case-by-case basis. For example, the University may grant exceptions for bake sales, commercially pre-packaged snacks and non-alcoholic beverages. This policy applies to student, department, faculty and staff functions in the planning stage.

The following waivers will be automatically granted and do not need written authorization:

- Use/distribution of pre-prepackaged, nonperishable food items
- Use/distribution of nonperishable nonalcoholic drink items
- Student bake sales that consist of shelf stable commercially prepared &/or individually wrapped 'house prepared' items.
- Potluck events that are not open to the campus or outside attendees
- Locally provided pizza, served within 2 hours of pick-up

This application for an exemption to university policy must be completed and approved during the event planning process and includes any food item to be served that is perishable or could be handled/distributed in an unsafe manner. Approval to provide food at an event other than by UDS will only be considered having given adequate notice to the University and UDS. It is therefore recommended that this application be completed no later than two weeks in advance of the planned event. Approval must be given by the Director of Dining Service or the office of the Catering Director. Any perishable food that is approved to be provided by any entity other than UDS/catering must come from a business operation with a valid Wicomico County Annual Permit to Operate a Food Service Facility. Vendors are required to purchase a day permit for the event planned issued from the Wicomico County Health Department. The day permit conveys responsibility to that caterer for the preparation, service and monitoring the safe holding of food provided. The permit must be prominently displayed during food service.

When exemptions are approved, the organizers are responsible for all supplies and materials related to the event. UDS Catering will not supplement arrangements made with outside entities. Likewise, catered services provided by UDS cannot be supplemented with foods or beverages obtained elsewhere.

The condition and safety of any food provided by a vendor other than UDS is the responsibility of the department/organization listed below and may also be the responsibility of the individual whose signature appears below. By submission and approval of this application, the department/organization/individual agrees to indemnify, defend and hold harmless the State of Maryland, USM, its Board of Regents, Salisbury University and any officers, employees, servants and agents of each from and against any losses, claims, liability, suits, causes of action, damages, expenses and costs, including attorneys' fees resulting from any claims or actions arising from the provision of food at the event.

All alcoholic beverages must be bought, sold and distributed only by UDS.

EVENT

Event: _____

Date: _____ Start/End Time: _____/_____ Location: _____

CONTACT INFORMATION

Department/Organization: _____

Contact/Coordinator: _____

Telephone: _____ E-mail: _____

I accept the responsibility for all food items whether non-perishable or otherwise and release Salisbury University from any liability.

Signature: _____

Print Name: _____

Date: _____ Phone: _____

Student Activities Advisor: _____

VENDOR/FOOD SOURCE

Company Name: _____

Telephone: _____

Description of food items: _____

Company Name: _____

Telephone: _____

Description of food items: _____

Company Name: _____

Telephone: _____

Description of food items: _____

ROUTING PROCESS

1. Requestor completes form and submits to University Catering via email catering@salisbury.edu or web form fill.
2. Notification of approval or rejection will be provided within 72 hours of request.
3. Failure to follow the policy and/or the purchase of unauthorized food or drink will result in referral to the Office of Community Standards and may result in revocation of future exemption application opportunities.

Approval () Denied ()

Date

Vice President of Student Affairs (or Designee)