



---

## Request for Waiver Dining/Catering Exclusivity

Page 1

***Please note:***

*No consideration shall be given to Requests for Waiver of Dining/Catering Exclusivity if received less than **20 working days** prior to the actual food and/or beverage service activity/event.*

### **Purpose**

Ball State University Dining and University Catering is dedicated to providing an exceptional and safe culinary experience for Ball State University students, faculty, staff and visitors. The purpose of this policy is to clearly define the pre-approval process required for any/all departments, organizations, or individuals to contract for an on-campus food and/or beverage service activity/event outside of Ball State Dining and/or University Catering.

### **Scope and Exemptions**

This policy applies to all on-campus food and/or beverage service activities/events, including:

- In all buildings and outdoor locations owned and/or operated by the University; and
- Held by University students, employee and/or visitors.

Ball State University Dining and University Catering has the first right of refusal for all locations and reserves the right to charge such groups for any cost incurred to University Catering as a result of a non-compliant food service activity/event.

### **Planning Requirements**

Individuals and/or organizations planning to contract for an on-campus food and/or beverage service activity/event outside of Ball State University Dining and/or University Catering must:

1. Complete a Ball State University Dining Services and University Catering Request for Waiver of Dining/Catering Exclusivity form at least twenty (20) full working days prior to the scheduled event.
  - a. Individual and/or organizations reserving on-campus space for events, **must** indicate if food and/or beverage service will be part of the event.
2. Ball State University Dining and/or University Catering shall review the Request for Waiver Dining/Catering Exclusivity and provide a final decision within five (5) full working days of receipt of the Exception Waiver.



---

## Request for Waiver Dining/Catering Exclusivity (*continued*)

Page 2

### Criteria for Determining Exclusivity Exception Waiver Approval

Ball State University Dining and University Catering Exception Waivers Must Meet the Following Minimum Standards:

1. The proposed caterer or food service vendor must be a current University Corporate Sponsor and/or Academic Area, with a proper food service establishment permit and other state licenses. In extraordinary circumstances, exceptions may be permitted exclusively by Ball State University Dining and University Catering with the permission of the Associate Vice President for Business and Auxiliary Services.
2. A **Temporary Food Service Event Form** must be completed and approved before the event can take place.
3. The Indiana State Department of Health expressly mandates, **“Food prepared in a private home may not be used or offered for human consumption in a food establishment.”** The **Temporary Food Service Event Form** must be submitted to the EHS Office at least ten (10) business days prior to the event.

Once a Ball State University Dining and University Catering Exception Waiver is approved the individual and/or organization must:

- Purchase all foods from a compliant provider or providers and specify the source of all foods to be served.
- Work with Ball State University Environmental Health and Safety (EHS) to ensure that a copy of the selected provider’s most recent regulatory agency inspection report is available for review. If the EHS Office determines that the selected provider is not in compliance with 410 IAC 7-22 and 7-24, the organizer of the event will need to choose another provider.
- Designate a single representative as the responsible party for the event and the primary contact (responsible for compliance with the food code, food handler health, and knowledgeable of food borne disease prevention) for the food and/or beverage service activities at the event.
- Specify how the foods will be transported, handled, prepared, protected, and served in conformance with necessary food safety and sanitation standards.

### Enforcement

Individuals and/or organizations that violate this policy are subject to an immediate cancellation of the event. Severe or repeated violations may also result in the revocation of privilege to reserve space on campus for events that involve food and/or beverage activity.

## BALL STATE UNIVERSITY DINING AND UNIVERSITY CATERING POLICY AND PROCEDURE EXCLUSIVITY OF CAMPUS EVENTS AND EXCEPTION WAIVER

Approved by Director of Dining Services and Dining Initiatives: June 22, 2018

Approved by the Associate Vice President for Business and Auxiliary Services: June 22, 2018

Approved by the Vice President for Business Affairs and Treasurer: June 22, 2018



**Request for Waiver Dining / Catering Exclusivity (continued)**

***Please note:***

*No consideration shall be given to Requests for Waiver of Dining / Catering Exclusivity if received less than **20 working days** prior to the actual food and/or beverage service activity/event.*

Organization / Department Name: \_\_\_\_\_

Individual Applying for Request: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: From \_\_\_\_\_ To \_\_\_\_\_

Event Location: \_\_\_\_\_

**This event is a request for:**  
(check all that apply)

- Donated Food  
(Student Organization Events Are Eligible)
- Fundraiser – (Student Organizations Only)  
Form required from Student Activities before  
Waiver Request can be processed
- Off-Campus Vendor-Prepared Food
- Promotional Activity (Student Organizations Only)
- Student-Prepared Food

**Food Prepared by Off-Campus Vendor**  
(complete if applies)

Vendor and/or Person Providing Food: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Please note:***

*No commercial activities allowed on Ball State University campus. Please refer to Code of Student Rights & Responsibilities Appendix 8.*

*<https://bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/studentcode/appendix8>*



**Request for Waiver Dining / Catering Exclusivity (continued)**

**Rationale for Waiver Request**  
(be specific)

**Specific Food Item(s) to be Served**  
(list all food and drink to be served)

**Source of Food**  
(e.g., grocery, restaurant, etc.)

**Documentation Required:**

- Temporary Food Service Event
- Proof of Delaware County Health Certificate / Food Permit

**Required Signatures and Dates**

Event Contact Person \_\_\_\_\_

Date \_\_\_\_\_

Senior Director of Auxiliaries for  
University Dining, University Catering,  
Alumni Operations and Events \_\_\_\_\_

Date \_\_\_\_\_

**Copies to:**  
(check all that apply)

- Senior Director of Auxiliaries for University Dining, University Catering, Alumni Operations and Events
- Requestor
- Assistant Director of University Catering
- Environmental Health and Safety
- Business and Auxiliary Services