



Request for Waiver Dining/Catering Exclusivity:

Please note: Please allow 20 working days prior to the actual food and/or beverage service activity/event to provide a thoughtful response to Requests for Waiver of Dining/Catering.

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 University 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.

Exceptions to Exclusivity

The University Catering exclusivity clause is **automatically waived**, and individuals or organizations may use any external provider if the total cost of the food service is **less than \$60.00** (inclusive of delivery fees and taxes).

- **No formal waiver application is required** for these transactions;
- **Pitch-ins / Potlucks:** Small, internal departmental "pitch-ins" where staff members bring food from home or contribute small store-bought items are automatically exempt, provided no university funds exceeding \$60.00 are used to supplement the event
 - a. **Notice:** All participants in a departmental pitch-in do so voluntarily. Consumption of non-catered food is strictly "**at your own risk.**" Ball State University and University Catering are not responsible for any foodborne illness or allergic reactions resulting from food provided at these informal gatherings
- **Examples of exempt items include, but are not limited to:** small quantities of snacks (e.g., cookies, brownies, chips, or candy)
- **Beverage-only** orders (e.g., coffee, hot chocolate, bottled water, or soda for a meeting)
- Small **pizza** orders for internal staff or student breakout sessions
- **Local deli** sandwiches or "grab-and-go" items for small groups

Planning Requirements

Individuals and/or organizations planning to contract for an on-campus food and/or beverage service activity/event **greater than \$60.00** outside of Ball State University Dining and/or University Catering must:

1. Complete a Ball State University Dining 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 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.

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 have a current 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 Senior Associate Vice President for Business Affairs.
2. A **Temporary Event Food Service 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 Event Food Service Form** must be submitted to Environmental Health and Safety (EHS) 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 EHS determines that the selected provider is not in compliance with 410 IAC 7-22 and 7-26, 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.

Criteria for External Food Trucks

All **external food truck** vendors must be formally approved prior to arriving on campus (with the exception of food trucks currently under contract through Business and Auxiliary Concessions Operations). This process includes:

- **Exclusivity Waiver:** An approved University Catering Exclusivity Waiver is required for any food truck event, regardless of the expected total spend
- **Temporary Event Food Service Form:** This must be submitted to the Office of Risk Management/Environmental Health and Safety (EHS) at least **14 business days** prior to the event
- **Health & Safety Inspection:** Vendors must allow sufficient time for an on-site inspection by Environmental Health and Safety (EHS) or their designee prior to serving
- **Parking and Logistics:** to protect University infrastructure and ensure pedestrian safety, the following rules apply:
 - **No Grass Parking:** Food trucks are strictly prohibited from parking on grass, turf, or landscaped areas. Any damage to university grounds will be billed to the sponsoring department or the vendor
 - **Sidewalk & Access Clearance:** Trucks must not block sidewalks, ADA ramps, fire hydrants, or emergency vehicle access lanes
 - **Power & Waste:** Vendors must be self-contained (using quiet-run generators) unless electrical hookups are specifically pre-arranged. All gray water and trash must be hauled away by the vendor; University storm drains may not be used for disposal

Enforcement Exclusivity Waiver

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.

Draft: 2/18/25; 2/25/25

Request for Waiver Dining/Catering Exclusivity Form

Please note:

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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)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Donated Food
(Student Organization Events Are Eligible) | <input type="checkbox"/> Off-Campus Vendor-Prepared Food |
| <input type="checkbox"/> Fundraiser – (Student Organizations Only)
Form required from Student Activities
before Waiver Request can be processed | <input type="checkbox"/> Promotional Activity (Student Organizations Only) |
| | <input type="checkbox"/> 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 the [Commercial Activity on University Campus Policy](#).

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 _____

Director of University Catering _____

Date _____

Copies to: (check all that apply)

Director of University Catering

Requestor

Environmental Health and Safety