

Campus Catering Policy Exception Request

POLICY: University policy and the University food service contract indicates that Sodexo University Food Service is the exclusive caterer on campus and maintains first right of refusal to provide service in the Memorial Union and Silo. In any other location on the central campus, registered non-university caterers may provide service. A list of registered non-university caterers can be obtained by calling Campus Events and Visitor Services (530)752-2813, or by accessing the CEVS web page: www.cevs.ucdavis.edu Catering in the University Club is provided exclusively by Sodexo University Food Service. Additionally, the Coffee House may provide catering for events held in the Coffee House or the Memorial Union meeting rooms if the event is sponsored by and attended primarily by ASUCD members.

TIMELINE: This request for an exception to the campus catering policy must be submitted to Campus Events and Visitor Services a minimum of 30 days prior to the event date. Requests will be reviewed by representatives from MU Auxiliary, Campus Events, and Sodexo Food Service. Note: Requesting an exception is not a guarantee that the exception will be granted.

Please fill in below:

Today's Date: _____ **Coordinator:** _____

Date of Event: _____ **Time of Event:** _____

Attendance: _____

Location of Event: _____

Event Sponsor: _____

Proposed Menu: *(additional information may be attached)*

(In English) _____

Who will provide food: *(additional information may be attached)*

registered caterer non-registered caterer other

Name: _____

Address: _____

Phone: _____

Fax/Email: _____

Proof of Insurance: _____

How will food be transported? _____

Where/How will food be stored? _____

How does the established catering policy fail to meet your needs? *(additional information may be attached)*

Please do not write below this line:

request approved request denied incomplete

Comments:

EHS _____ Acey _____ Fac Mgr _____ CEVS _____