

FAU

FLORIDA ATLANTIC UNIVERSITY

Food Waiver Request Application

Complete the FWR and forward to the Business Services Office located at Bldg. 8W, Suite 124, by campus mail or fax (561-297-2666) at least **10 business days** prior to the event date. If approved, the FWR will be returned to you by fax or campus mail. In addition, you may pick it up in the Business Services Office. The FWR must be displayed at the event.

CONTACT INFO	Name:		Telephone:
	E-mail:		Fax:
	Department/Organization:		
EVENT INFORMATION	Event Name:		Start Time:
	Event Date(s):		End Time:
	Event Location:		Estimated number guests:
	Group(s) in attendance: <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Department <input type="checkbox"/> Public/Other		
	Event Description: (Check all the apply)		
	<input type="checkbox"/> Authorized Fundraiser		<input type="checkbox"/> Banquet
	<input type="checkbox"/> Club/Organization Event		<input type="checkbox"/> Reception
	<input type="checkbox"/> Meeting		<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Purchase pick-up or carryout products from a public restaurant or grocery store for group consumption		<input type="checkbox"/> Caterer from the University's Approved Vendors list
	<input type="checkbox"/> Buffet/Self Serve <input type="checkbox"/> Served by: _____		<input type="checkbox"/> Caterer not on approved list Name of caterer: _____
List or attach a menu of food and beverage to be served:			
Source of food:		How will food be delivered?	
Source of beverage:		What equipment will be used to keep food hot or cold?	
Coca-Cola Agreement Guidelines and Procedures	Florida Atlantic University has an exclusive soft drink pouring rights contract with Coca-Cola. As part of this agreement, the University has agreed to sell and serve only Coca-Cola products including non-alcoholic, carbonated or non-carbonated soft drinks and fountain syrups throughout the University campuses and all University events that may be held on campus.		
	Coca-Cola products include, but are not limited to, carbonated beverages, non-carbonated beverages, juices and energy drinks. If you are unsure if a particular product is a Coca-Cola product contact Business Services for clarification.		
<input type="checkbox"/> I have read and understand the guidelines for a food waiver request.			
Organization signature: _____ Date: _____			
Food Service Waiver must be displayed at event; please indicate how you would prefer to receive Waiver:			
<input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Campus Mail <input type="checkbox"/> Pick up at the Business Services office			
FOR BUSINESS SERVICES ONLY:			
Received by:		Date received:	
Signature:		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	

The Food Waiver Request indicates that the University is neither liable nor responsible for the preparation or service of food for your event, and that you agree to properly refrigerate and hold all perishable items.

ALL WAIVERS MUST BE SUBMITTED WITH DETAILED LIST OF PURCHASED ITEMS AND A CHARTWELLS COMPARISON QUOTE.

**Florida Atlantic University
GUIDELINES FOR FOOD WAIVER REQUEST**

Food plays a very important role in many events that take place at Florida Atlantic University. Please read the following information to determine how to obtain food/beverage for the type of event you are planning.

CATERING POLICY

Chartwells (FAU Dining Services) is the caterer for Boca Raton and Jupiter campuses. Any food served on either campus must be served by Chartwells unless a waiver has been completed and approved. All alcohol served on campus must be served by Chartwells.

- For all events a Food Waiver Request must be completed and submitted 10 days in advance of the event. Requests made less than 10 days in advance may not be considered. There are no exceptions based on the cost of the event or scope of menu.

SPECIAL CIRCUMSTANCES

- Occasionally, events have special circumstances where catering options do not meet the needs of the events.
- **Donations:** All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Florida Department of Health. A letter of donation from the licensed food operator to the Director of Business Services must be provided 10 working days in advance of the event.
- All donated alcohol must be served by Chartwells. A letter of donation must be provided from the establishment providing the alcohol. A corkage and bartender fee will be charged for the service.

Other:

- Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

TEMPORARY FOOD PERMIT AND FOOD SAFETY TRAINING

If the Food Waiver is granted, Business Services will fax the approved waiver to Environmental Health and Safety for review. You must contact EH&S directly to complete the Temporary Food Permit Application and complete Food Safety Training.

All information can be found at <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. EH&S will forward the approved permit to Business Services where the approved Waiver and Temporary Food Permit will be available to the requesting organization.

REIMBURSEMENT

The University sponsoring department must provide a copy of the approved Catering services Waiver Request Form to FAU's Accounts Payable Department or the FAU Foundation as a stipulation of reimbursement.

APPROVED VENDOR LIST

Visit <http://www.fau.edu/facilities/ehs/info/APPROVED-VENDORS.pdf> to see the list of approved vendors.

IMPORTANT: YOUR EVENT CANNOT TAKE PLACE WITHOUT AN APPROVED FOOD WAIVER REQUEST WHICH MUST BE DISPLAYED AT THE EVENT. YOU SHOULD RECEIVE A RESPONSE WITHIN 3-5 WORKING DAYS OF YOUR REQUEST.

ALL WAIVERS MUST BE SUBMITTED WITH DETAILED LIST OF PURCHASED ITEMS AND A CHARTWELLS COMPARISON QUOTE.

Food Waiver Quick Reference Guide: Why would I need a Food Waiver?

Occasionally, events have special circumstances where Chartwells, Florida Atlantic University's internal catering options do not meet the needs of the events.

1. Donations from an outside vendor - A donation letter from the outside vendor will be required along with a comparison quote from Chartwells.
2. Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

Step 1: Review and fill out the Food Waiver Request Form: <http://www.fau.edu/business-services/forms/other.php> and deliver to Business Services in building 8W, room 124 in person, through campus mail or by fax 561-297-2666.

- This form must be completed and turned in **10 business days** prior to the event date. Business Services will be in contact with you regarding the status of the food waiver within 3-5 business days of the submission. If approved, Business Services will fax the Food Waiver Request to Environment Health & Safety.

Important information to consider before filling out the Food Waiver Request: The name of the vendor or caterer that will provide the food, menu of the food and beverages being served, how the food will be served, how the food will be delivered, and what precautions will be taken to ensure the safety of the food. NOTE: Check the EH&S website for a list of Approved Vendors at: www.fau.edu/ehs - the link is FOOD SAFETY PROGRAM. If you opt to use a vendor not on that list please follow the steps below to have them approved.

1. The Vendor must provide a copy of their current State of Florida license to do business as a food provider, caterer, restaurant, etc. (FYI -- a copy of their Occupational License, or Tax Collector's certificate is not the same thing.)
2. The Vendor must provide a copy of their current Certificate of Insurance, naming Florida Atlantic University as the certificate holder. (This is an insurance-industry standard form which outlines the limits of liability in place for the vendor and the vendor can easily obtain it by placing a single phone call to their insurance agent.)
3. **If the vendor refuses to provide either or both of the required documents, they will not be approved and you will need to choose another vendor.** Please contact 561-297-3829 if you have any questions about adding a vendor to the list.

Step 2: Review and fill out the Temporary Food Service Event Permit Application form, which can be accessed and completed on-line: <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>

- This form must be completed and submitted **32 business days** prior to your event. Please keep in mind that food prepared at home is not permitted to be served at your event. All vendors (including grocery stores, caterers, restaurants, etc.) must be selected from the Approved Vendor List (as stated above)
- If the vendor is not serving the food, all individuals who are responsible for cooking, serving, handling, or transporting the food will need to complete the brief, on-line FAU Food Safety Training prior to the permit being issued (preferably at the time the Temporary Food Service Event Permit Application is submitted). Again, visit www.fau.edu/ehs. The training certificate is valid for 3-4 years.

Step 3: Once approval is obtained from both Business Services and EH&S, The Food Service Event Permit will be available. **Food Service Event Permit and Food Waiver must be displayed during the event.** These documents are available to the sponsor of the event by email or through Business Services, as indicated on the Food Waiver Request.