

# BSU Food Waiver Application

This application should be submitted by individuals and organizations seeking an exception from using BSU Dining Services to serve food at University-Sponsored events.

<b>Today's Date:</b>		<b>Date of Event:</b>	
<b>Name of Event:</b>			
<b>Group Type:</b>	<input type="checkbox"/> Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> External <input type="checkbox"/> Other: _____		
<b>Name of Organization:</b>		<b>Point of Contact Name:</b>	
<b>Email Address:</b>		<b>Telephone Number:</b>	
<b>Event Location</b> (all space must be approved through Conference & Events Services prior to the submission of this application):			
<b>Estimated Number of Event Attendees:</b>			
<b>Event Type</b> (check all that apply):	<input type="checkbox"/> Meeting <input type="checkbox"/> Tabling <input type="checkbox"/> Fundraiser <input type="checkbox"/> Conference <input type="checkbox"/> Reception <input type="checkbox"/> Other All student fundraisers must be approved through the Office of Student Life and the approval form should be included in your food waiver submission.		
<b>Source of External Food:</b>	<input type="checkbox"/> Restaurant <input type="checkbox"/> Private Caterer <input type="checkbox"/> Grocery Store All food and beverage items purchased from a restaurant or caterer requires a quote to be submitted with your food waiver application. Purchased grocery store items are limited to prepacked goods only. To ensure the safety of our campus community, we do not permit food prepared in private homes to be consumed during official university functions.		
<b>Food Items to Be Served:</b>			
<b>Justification for Waiver:</b>			
<b>External Food Preparation Note:</b>			
Outside food items cannot be prepared in any BSU Dining Facility and all items should be pre-made before arriving to campus. <a href="#">Prince Georges County Food Safety Regulations</a> must also be followed by all parties bringing food to campus. If approved, your individual organization holds responsible all liability for consumption of food and beverage products.			
<b>Submissions Guidelines:</b>			
BSU Food Waiver Applications should be submitted at least two weeks in advance of your event to provide sufficient processing time for your request. If accepted, groups should have a copy of the approved form onsite during the event. If denied, please consider placing your food order with BSU Dining Services. If it is discovered that unauthorized food is being served at an event, disciplinary action may be taken to include immediate cancellation of the event and denial to host future events on the campus of Bowie State University.			
Forms should be submitted to Auxiliary Services by delivery to the Bulldog Card Office located in the Student Center, Suite 1025 or by emailing <a href="mailto:drsmith@bowiestate.edu">drsmith@bowiestate.edu</a> . For questions call (301) 860-3792.			
<b>Contact Person Signature:</b>			
<b>Advisor Signature (Student Clubs &amp; Orgs Only):</b>			
<b>Auxiliary Services Use Only:</b>			
<b>Reviewed By:</b>		<b>Decision:</b>	
<b>Date of Decision:</b>		<b>Date Notified:</b>	