

CATERING WAIVER REQUEST

This form must be completed and returned to Cyndy Johnson-Kunz in the Catering Office (Pond Student Union RM 215), or by email (food@isu.edu), at least 10 business days prior to your event.

An approved waiver is required before any outside food may be brought on campus.

Please turn in this approved/denied waiver with your Event Registration Form to the Office of Student Organizations.

PLEASE FILL OUT THE FOLLOWING IN DETAIL:

Application Information:

Today's Date: _____ Organization Name: _____
Applicant Name: _____
Phone: _____ Email: _____

Event Information:

Event Date: _____ Event Location: _____
Event Description: _____
Start Time: _____ End Time: _____
Total Estimated Cost of Food & Beverage: \$ _____
Number of Guests: _____
Foods being served, how the food will be served safely and reason for request:

(Waivers will not be approved based on source of funding)

Approval Status:

Approved Denied Date: _____
Signature: _____
Comments: _____

