

PROCEDURES and CRITERIA for Applying for a Food Waiver for use by Registered Student Organizations (and other qualified groups)

When considering Food/Hospitality needs for your event, you must use one of the following UMass services on campus:

UMass Catering: 577-1234
Center for Student Businesses: 545-2166

If these services cannot meet your needs because of religious and/or cultural concerns, or if this is for a bake sale, you may apply for a food waiver.

Steps in Process:

1. The Food Waiver Application must be completed and submitted by a University staff member or a Registered Student Organization (RSO) advisor – via email, **no less than 4 weeks prior to your event**. The Certificate of Insurance from the outside caterer must be submitted with this form.*
2. The application is then emailed to University Catering for approval or denial. University Catering will respond within 48 hours. If approved, it will be forwarded on to the Department of Environmental Health & Safety (EH&S) immediately for approval. (THE EVENTS OFFICE SUPERVISOR, GROUP CONTACT, ADVISOR, AND THE CAMPUS CENTER/STUDENT UNION DIRECTOR SHOULD BE CC'D IN THE EMAIL).
3. The Department of EH&S will then approve or deny the application within ten days. Any required paperwork must be returned to EH&S within these ten days. (THE EVENTS OFFICE SUPERVISOR, GROUP CONTACT, ADVISOR, AND THE CAMPUS CENTER/STUDENT UNION DIRECTOR SHOULD BE CC'D IN THE EMAIL).
4. Upon approval, the Group Contact person must meet with the EH&S Officer, Larry Davis, 304 Draper Hall (545-2682), to address and discuss University food safety requirements. An appointment is required.

Additional Important Information

1. Alcohol is never approved!
2. Alternative catering services that provide wait staff for food services are not allowed.
3. It is the responsibility of the sponsoring organization to have a copy of the food waiver at their event.
4. The Catering Director **and** EH&S must be informed of any menu changes made after approval.
5. For liability reasons, Campus Center food service kitchens and/or supplies are **NOT** available for use.
6. EH&S "Food Volunteer Form" is required for **all** food handlers.
7. Potlucks are not allowed in the CC/SU Complex.

*Online links with more detailed information on Bake Sales, Potlucks, Barbeques, etc.:

<http://www.ehs.umass.edu/>