

REQUEST FOR EXCEPTION TO THE UNIVERSITY FOOD POLICY

TO: Provost and Executive Vice Chancellor

Date of request: _____

FROM:

1. Name: _____
Email: _____ Phone: _____
Sponsoring Organization: _____
Address: _____

2. Date of event: _____ Day of Week: M T W R F Sa Su

3. Purpose of event: _____

4. Description of event:

Location: _____ Expected attendance: _____

Event start time: _____ Serve start time: _____ Ending time: _____

Type of food to be served: _____

Beverage(s) to be served: _____

5. Name of proposed licensed vendor: _____

Address: _____ Phone: _____

6. Rationale for Exception to the University Food Policy: _____

7. Person responsible for enforcing these requirements: _____

- a. Ensures compliance with all stipulations governing the exception.
- b. Ensures that no alcoholic beverages are served.
- c. Accepts all liability.

8. The Sponsoring Organization agrees that it shall be responsible for any claims of injury or damage arising out of the service of food at its event. The Sponsoring Organization further agrees to indemnify and hold harmless the University of Kansas, the KU Memorial Unions, Kansas Athletics, Inc., and their employees and agents from any claims arising out of the service of food at the event.

Signature: _____ Title: _____

Name and title of person responsible for approving location named above Date: _____
acknowledged

Director, KU Memorial Unions and/or Date: _____
Director, Kansas Athletics, Inc. acknowledged

Recommendation & comments: _____

Provost and Executive Vice Chancellor Date: _____
Approved / Denied

Please review the University Food Policy at <https://policy.ku.edu/provost/food-policy>