REQUEST FOR EXCEPTION TO THE UNIVERSITY FOOD POLICY

TO: Jeffrey Vitter, Provost and Executive Vice Chancellor  Date of request: ________________

FROM:
1. Name: _____________________________________________  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  acknowledged

___________________________________________  Date: _____________

David Mucci, Director, KU Memorial Unions and/or
Sheahon Zenger, Director, Kansas Athletics, Inc.
Recommendation & comments: ___________________________________________

___________________________________________  Date: _____________

Jeffrey Vitter, Provost and Executive Vice Chancellor
approved/denied  acknowledged

Date: _____________

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

cc: Chair, University Events Committee