



University of  
New Haven



# Food Service Waiver

**Must obtain all necessary signatures 2 weeks prior to event**

**Drop off at Sodexo Office located in Bartel's Marketplace then bring to the Center for Student Engagement, Leadership and Orientation on the 2nd floor**

## Permission for Exception of 1<sup>st</sup> Right of Refusal of Food Service

Date of Event: \_\_\_\_\_ Event Name: \_\_\_\_\_

Department Name or RSO: \_\_\_\_\_

Payment Method (circle one): Check Request      P-Card      Purchase Requisition ( \_\_\_\_\_ )  
(must provide Purchase Req number)

Contact Name: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

Reasons:

Cultural/Ethnic Food (Only if Sodexo cannot provide) \_\_\_\_\_

Internal Office or RSO Meeting (Events of 15ppl or under) \_\_\_\_\_

Fundraising Events (Product must be purchased through Sodexo, except Bake Sales)

Other \_\_\_\_\_

Approved       Not Approved

Sodexo Representative Signature: \_\_\_\_\_

## Waiver of Liability

Having been specifically apprised by (name) \_\_\_\_\_ regarding the above event and informed (name) \_\_\_\_\_ of the primary food preparers policies stated in the liability insurance binder. We as representatives of Sodexo, Inc. and University of New Haven hereby release Sodexo, Inc and University of New Haven of any claims which occur from the preparation and consumption of any food not prepared in Sodexo, Inc. and UNH's approved kitchen(s). These liabilities will include but are not limited to any health hazards resulting from improper or inappropriate handling, storage and display of any food items. UNH assumes responsibility for Student Organizations running a fundraiser event that prepared their own food.

\_\_\_\_\_  
Sodexo, Inc. Representative

\_\_\_\_\_  
University of New Haven Representative