

## Western Oregon University Catering/Meal Waiver Form Process

**As per Business Office policy**, all individuals or groups on campus who would like to bring in outside vendors to campus to supply refreshments (no alcohol), and/or food for your event, you must read and comply with the following:

1. **Complete and have approved your Non-Travel Meals and Refreshments Pre-Approval Form.**
2. Read the Campus Food Policy to determine if you/your group/event are eligible for a waiver of Campus Dining services for your event.
3. **If pre-approved**, attach a copy of your signed Non-Travel Meals and Refreshment Pre-Approval form to the Catering/Meal Waiver Form .
4. If your waiver is approved, **as per the Office of General Counsel**, you will be required to complete and submit a [Personal Services Contract](#) prior to your event, for your outside vendor to be approved to come on campus to provide services for your event.
5. Finally, you will need to submit your detailed contract with your outsider caterer with your Campus Dining Waiver request.

**NOTE: CATERING WAIVERS MUST BE APPROVED 14 BUSINESS DAYS BEFORE YOUR EVENT**

### HELPFUL LINKS:

[Campus Food Policy](#)

[Alcoholic Beverages, Possession and Consumption Policy](#)

[Personal Services Contract Request](#)

[Non-travel Meals and Refreshments Pre-Approval Form](#)



## Western Oregon University Catering/Meal Waiver Form

- SEE THE [CAMPUS FOOD POLICY](#) TO SEE IF YOUR EVENT QUALIFIES FOR A WAIVER OF CAMPUS CATERING SERVICES -

### WAIVERS MUST BE APPROVED 14 BUSINESS DAYS BEFORE YOUR EVENT

Where will your event be held?

- Event will be ON Campus     
  Event will be OFF Campus

What type of event are you planning?

- Catered event     
  Department planning meeting     
  Other (*Please explain in detail below*)

How will you pay for your event?

- University funds\* (P-card/Department Index)     
  WOU Foundation     
  Self-pay \*\*     
  Donation

\* *University funds may NOT be used to purchase alcohol.*

\*\* *No refund of personal funds used is implied or expected.*

Requesting Person:	Sponsoring Organization:
Requestor Email:	Requestor Phone:
Name of Event:	Number of Guests:
Date(s) of Event:	Event time(s):
<i>For University Funded Events: <b>Index #</b></i>	<i>For Foundation Funded Events: : <b>Foundation Index #</b></i>

In detail, please describe the reason you are requesting to use outside catering services rather than WOU Catering Services.

Please select all that apply:

- Event will use one outside caterer \*\*\*  
 Event will use more than one outside caterer \*\*\*  
 Outside Catering bids have been obtained for this event \*\*\*  
 A Personal Services Contract has been approved for this event \*\*\*

\*\*\* **FOR ON-CAMPUS USE:** Any use of outside catering by an individual or department affiliated with WOU, will also require the submission of a Personal Services Contract (PSK) prior to your event date. Use this link to begin that process. [Personal Services Contract Request](#)

NOTE: Outside catering services (not WOU Catering) approved to provide catering services for your event agree to accept responsibility for providing all services required for food service at your event, including but not limited to: ordering, cooking, delivery, set-up, serving and clean-up. In addition, your chosen outside catering service accepts all liability for food safety for your event. The WOU catering kitchen is not a commissary kitchen. As per our license with Polk County, the WOU catering kitchen and staff are not available for outside foodservice use.

Applicant Signature

Date



**Western Oregon University Catering/Meal Waiver Form**

Approved

Non Travel Meals and Refreshments Pre-approval form approved and on file

Outside Catering Consent Form / Contract submitted and on file

Personal Services Contract submitted and on file

Denied

Reason: \_\_\_\_\_

Approval to waive WOU Catering Services is made on a case-by-case basis. Waivers approved during any given term are not guaranteed to be approved for subsequent requests later within a term, or in future terms or years.

Approved / Denied Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZING SIGNATURE**

\_\_\_\_\_  
Dining Signature

\_\_\_\_\_  
Date

