

**Request for Exception to the Food Policy
Northern Kentucky University**

Event cannot be scheduled until this request is approved

Form must be completed **10 working** days prior to event, late forms will be denied

Today's Date:

Name of Group:

Is this a registered NKU Student Group: YES:

Name of Contact Person:

NO:

Phone:

Email:

NKU Student Group Information

NKU Student Group Name:

Advisor's Name:

Advisor Phone:

NKU Student Group Address:

Event Information

Date:

Location:

Start Time:

End Time:

Is there a charge for this event?

YES

NO

Is there a charge to eat food?

YES

NO

Is this event open to the public?

YES

NO

Expected Attendance Number:

Purpose of Event (fundraiser, program, event, etc.):

Supplier Information

Did you contact someone is NKU Dining Services about this request?

YES

NO

If yes, who was the individual?

Are you purchasing food from NKU Dining Services?

YES

*NO

*If no, please explain why you do not plan to purchase food from NKU Dining Services:

Is any food being prepared by a group member?

*YES

NO

*If yes, please explain:

Is food being purchased from a licensed vendor?

*YES

NO

*Business Name:

Is food being donated from a licensed vendor?

*YES

NO

*Business Name:

Food Handling

How will food be stored before event, held during serving, and served?

What will be done with leftovers?

Contact Person's Signature:

Advisor's Signature (for student organization)

**PRINT and SUBMIT completed form to the Director of Business Operations & Auxiliary Services, located in Lucas Administrative Center,
Room 616, Highland Heights, KY 41099**

APPROVED

NOT APPROVED

DATE:

(Disclaimer – Northern Kentucky University and their food service provider will not be responsible for any food related accidents or incidents that involve food not prepared and served by the food service provider. Your signature on this document serves as an indication that you are in full knowledge of the aforementioned disclaimer and that you and/or your organization will take full and complete responsibility for any food related incidents connected to this event.)