

Messiah College Catering Policy Exception Request

POLICY: College policy indicates that Messiah College Dining Services is the exclusive caterer and food service provider on campus and maintains first right of refusal to provide services to the campus in its entirety.

TIMELINE: This request for an exception to the campus catering policy must be submitted to the catering manager a minimum of 15 days prior to the event date. Requests will be reviewed and returned. Note: Requesting an exception is not a guarantee that the exception will be granted.

Please fill in below:

Today's Date: _____ **Coordinator:** _____

Date of Event: _____ **Time of Event:** _____

Attendance: _____

Location of Event: _____

Event Sponsor: _____

Proposed Menu: *(additional information may be attached)*

(In English) _____

Who will provide food: *(additional information may be attached)*

registered caterer non-registered caterer other

Name: _____

Address: _____

Phone: _____

Fax/Email: _____

Proof of Insurance: _____

How will food be transported? _____

Where/How will food be stored? _____

How does the established catering policy fail to meet your needs? *(additional information may be attached)*

Please do not write below this line:

request approved request denied incomplete

Comments:

