Application for Exception to University of Nebraska at Omaha Food and Beverage Service Policy Request Form

The University has exclusive catering contracts in place for each building and retail location on campus. To uphold health and safety standards and comply with university agreements, all food served on campus must be provided by one of UNO's contracted food service and catering partners. Additionally, any beverages served on campus at university-sponsored events must be products distributed by the Coca-Cola Company.

The policy applies to all events and activities regardless of the funding source. This includes, but is not limited to, university state-appropriated funds, revolving or auxiliary accounts, grants, contracts, institutional funds, University of Nebraska Foundation funds, UNO Student Organizations, Inc., and external individuals or entities.

This policy is not intended to restrict individuals from bringing food for personal consumption ("brown bagging") or to prevent small, informal office gatherings where snacks or luncheons are held exclusively for faculty and staff within department office spaces (non-meeting spaces), provided that no students or outside guests are present. Likewise, instructors may occasionally share food with students during scheduled class time to foster classroom engagement or celebrate academic milestones, provided the food is not homemade.

Exceptions to this policy may be granted in limited cases. To request an exception, please complete this application and refer to the UNO Food and Beverage Service Policy and Procedures Appendix for detailed requirements and guidance.

Organization/Department Name: _____

Contact Name: _____

Daytime Phone: _____ Email: _____

Date of Function: _____ Time of Function: _____

Location of Function: _____

Purpose of Function: _____

Type of Food or Beverage to be Served: _____

Retail Food Provider/Caterer of Outside Food or Beverage: _____

Who Will Attend (Note attendees: students, faculty, staff, Club & Orgs members, outside guests, press, etc.):

_____

_____

Number of Attendees: _____

REASON FOR EXCEPTION:

☐ Food or beverage used in an educational or instructional setting as part of a course curriculum

☐ Food and/or beverage donation received from a retail food provider (Include letter or email from retail food establishment listing donated items). Additionally, the beverages that are donated must be distributed by the Coca-Cola Company.

List name of retail food provider donating the food and/or beverage:

_____

☐ Food Trucks

☐ Exclusive contracted caterer capacity issues

On occasion, it may not be possible for the contracted caterer to provide service due to prior catering commitments. These circumstances should be rare, and when exist, alternative dates or service format should be considered. If an alternative solution is not available, a third-party caterer will be permitted. The contracted caterer will provide approval for an application for exception. Provide a copy of email correspondence with this form when this occurs.

☐ Tabling events hosted by Recognized Student Organizations that involve fundraising and giveaways (e.g., commercially packaged grab-and-go snack items, baked goods, and packaged beverages

Must adhere to guidelines defined under Additional Procedures Specific to Recognized Student Organizations in the Food and Beverage Service Procedures Appendix.

☐ Other

REQUIRED DOCUMENTS TO BE INCLUDED WITH THIS REQUEST:

☐ Food providers' current food service operations license (Health Department Food License Permit).

☐ ServeSafe or equivalent training document

☐ Certificate of Insurance (General Liability $3 million aggregate and $1 million per occurrence and names "The Board of Regents of the University of Nebraska" as additional insured.)

This application will be reviewed by the University's Vice Chancellor for Business & Finance or their designee, for approval. A completed signed copy will be returned to you via email from DocuSign and it will be stamped as approved or denied.

For questions regarding this form, contact Director of Auxiliary Services, [Denise Kjeldgaard](mailto:dkjeldgaard@unomaha.edu), dkjeldgaard@unomaha.edu.

Signature:_____Date: _____

Approved:_____Denied: _____ Reason for Denial: _____