

## Application for Exception to University of Nebraska at Omaha Food Policy

All food and beverages served on the University of Nebraska at Omaha campus must be provided by UNO Food Services and Catering to ensure health safety standards are adequately met. Limited exceptions will be considered for events in which UNO Food Services and Catering is unable to provide a service due to unique needs of the group (i.e. cultural, ethnic, or religious programming), food that is donated by a caterer or for food used in an educational or instructional activity that is part of a course curriculum in a class-room setting. Insurance, state license and ServSafe or similar training certificates must be provided for exceptions. This policy is not intended to limit food prepared or purchased by individuals for personal consumption not open to the public and not for re-sale. Such activities should not be paid for with university funds.

Food prepared by an approved outside caterer must be consumed within two or fewer hours of being prepared or delivered. The caterer must provide all necessary equipment and supplies and practice safety measures with all preparation, handling, and service of food items, including proper cleaning of the facility at the conclusion of the event. Food and beverages remaining from a catered event are prohibited from being offered for re-use or distribution.

**PLEASE NOTE:** If you are only requesting to bring non-temperature controlled foods to your event (ex: pastries, candy, chips, soda) no exception form is needed. Non-temperature controlled foods do not include meat, dairy or other foods that must be chilled or heated at proper temperatures.

**Organization/Department Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date and Time of Function:** \_\_\_\_\_

**Purpose of Function:** \_\_\_\_\_

**Location of Function:** \_\_\_\_\_

**Food or Beverage to be Served:** \_\_\_\_\_

**Source of Outside Food or Beverage:** \_\_\_\_\_

**Who Will Attend (group members, outside guests, press, etc.):** \_\_\_\_\_

**Reason for Exception:**

Food or beverage used in an educational or instructional setting as part of a course curriculum (Example: food safety, handling, cooking demonstration, etc.)

Large donation received (proof of donation from caterer required)

Food or beverage for cultural, ethnic or religious programming which UNO Food Services is unable to provide

Food orders under \$50 held outside of 6 A.M. – 6 P.M., Monday – Friday

Other (please describe)

**Required documents to attach: Insurance Certificate, State License and ServSafe/Equivalent Training Certificates**

Please return completed form to [jameskamm@unomaha.edu](mailto:jameskamm@unomaha.edu) or Epley Administration Building, Suite 209.

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied: