

**Southeast Missouri State University**

**REQUEST FOR EXCEPTION TO  
CATERING EXCLUSIVITY**

Southeast Missouri State University has elected to meet its campus food service needs with a private contract business partner, Chartwells Dining Services. The University's contract guarantees Chartwells the exclusive right to provide all food services and catering at Southeast Missouri State University. The contract includes a requirement for insurance which indemnifies the University from claims and losses due to unsafe food handling, food illness, and property negligence, and allows the University to specify service requirements such as quality grades of food and expectations for event performance. Individual(s)/department(s) receiving exception should understand that the responsibility for safe food handling and health codes rest with them.

**This policy applies to all departments, facilities, areas, and organizations.** Exceptions include registered student organizations conducting bake sales approved in advance by Event Services & Scheduling (see reverse/attached), and events in the Show Me Center only. For more information, please contact Event Services & Scheduling, Campus Life& Event Services or Chartwells Dining Services.

**Submit this completed form to Event Services & Scheduling, UC 413**  
Please submit a minimum of 10 working days in advance of date of event.

Requesting Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Signature of Person Making Request: \_\_\_\_\_

Relationship to Organization: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

Event Title/Purpose: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Food/Beverage we plan to provide if this exception is approved (please be specific):

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

*Use additional sheet if necessary.*

***For Office Use Only***

**Date Submitted:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Event Services & Scheduling Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chartwells Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Organization Notified:** \_\_\_\_\_ **DICE Notified:** \_\_\_\_\_

**Southeast Missouri State University  
Student Organizations**

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CATERING EXCLUSIVITY**

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The University will allow registered student organizations to bring snacks to meetings, or conduct bake sales, if approved in advance by the University.

All informal and business meetings scheduled by a registered student organization in the University Center must comply with the following standards regarding snacks and beverages.

1. Only these items may be brought to any meeting:
  - Home-baked snacks (e.g. pastries, cookies, cakes, etc.)
  - Purchased packaged snacks (e.g. pretzels, potato chips, dip, cheese, crackers, candy, etc.)
  - Beverages (including sodas, punch, iced tea, etc.)

Event Services and Scheduling will provide a table for refreshments and snacks if requested in advance.

2. Although Event Services and Scheduling can provide a table for refreshments and snacks, all registered student organizations are responsible for supplying eating utensils, ice, cups, linens, etc.
3. All registered student organizations are responsible for clean-up of the space used (e.g. removing all food and beverages brought in). If food and set-up are removed by University Center or other University personnel, appropriate costs, at a minimum of \$10.00, will be charged to the registered organization. This clean-up cost must be paid prior to any further use of campus facilities.
4. All registered student organizations are expected to return the space used to its original condition following use.