# Santa Clara Dining Services
# RSO Request for
# Use of Benson Kitchen

This form is to be used when an RSO is using the Benson kitchen to prepare food and drink for an event held at Santa Clara University. The student organization must be one of the registered student organizations (RSOs) within the Center for Student Involvement.  No external catering fee will apply. (see restrictions below)

Request Submission Deadline:

- The request is to be submitted no later than 20 business days prior to the event.
- Submissions are to be emailed to Auxiliary Services at: auxiliaryservices@scu.edu.
- Auxiliary Services will respond to the submitting student organization within 5 business days of receipt of this form.

Requirement:

- All food preparers are required to attend a food handling/preparation training offered by University Dining Services prior to the event.
- Training is provided by University Dining Services staff. Please contact University Dining Services directly (Harvey.Smith@cafebonappetit.com, 408-554-5411) to schedule training and to reserve the Benson kitchen.

Restrictions:

- Prepared food and drink for this event cannot be sold for profit or donation purposes.
- If additional food (other than food prepared in the Benson kitchen) is needed and before an external caterer can be used, you must notify Bon Appetit of your needs.  If Bon Appetit cannot help contribute to your menu than an external caterer may be used.  If the food that is catered is over $750 an external catering form (form is online) is required and external catering fees will be applied.
- Please refer to the University's Alcohol Policy for complete information on the sale and service of alcohol.

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Today's Date: _____     Estimated Attendance: _____

Name of Student Submitting This Form: _____

Student's Email Address & Phone Number: _____

Name of Registered Student Organization: _____

Event Name: _____

Event Date: _____  Location(s): _____ _____

List the names and email addresses for all food preparers. Everyone listed is required to attend the food handling/preparation training. Attach additional sheets of paper if needed.

What dates would you like to reserve the Benson kitchen for food preparation?

_____

_____

How will hot food stay hot and cold food stay cold during storage, transportation, and service?

_____

_____

**Submission Signatures**

_____
Requesting Student's Name                                                    Date

_____
Director, Center for Student Involvement                                     Date

_____
Auxiliary Services/Dining Services                                           Date