

**Santa Clara University**  
**Request of Cultural Program Food Service Event**  
**Contract Authorized Exception**

This form is to be used when a student organization is preparing the food and drink for a cultural event. The student organization must be one of the registered student organizations (RSOs) within the Multicultural Center or the Multicultural Center itself.

**Request Submission Deadline:**

- The request is to be submitted no later than 20 business days prior to the event.
- Submissions are to be done electronically to Auxiliary Services at: [auxiliaryservices@scu.edu](mailto: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](mailto:Harvey.Smith@cafebonappetit.com), 408-554-5411) to schedule training.
- If using the Benson kitchen for food preparation, please contact University Dining Services to confirm availability before completing this form.
- All University Dining Services policies and guidelines otherwise apply.
- An approved exception applies only for the event and student organization listed on this form.

**Restrictions:**

- No person or entity may individually provide alcoholic beverage; any event where alcoholic beverages are provided and served must be done so by University Dining Services.
- Prepared food and drink for this event cannot be sold for profit or donation purposes.

If an external caterer or restaurant is also providing food and drink, then please fill out the External Catering Form.

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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): \_\_\_\_\_

Describe activities that will take place at the event and why this food and drink are central to the event:

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Provide rationale for the exception and which specific food and drink cannot be prepared by University Dining Services:

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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.

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Where will the food be prepared? If using the Benson kitchen for food preparation, please contact University Dining Services to confirm availability before completing this form.

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

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**Submission Signatures**

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Student Requestor

Date

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Director, Center for Student Involvement

Date

**Approval Signature**

Approved: Yes \_\_\_\_ No \_\_\_\_

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Auxiliary Services/Dining Services

Date