

## Application and Guidelines for Food Waiver Request

### Exclusivity

Brockport Auxiliary Service Corporation (BASC) is the sole provider of food and beverage at The College at Brockport and has the right of first refusal for all food service/catering on campus. This policy supports the relationship between BASC and the campus, helps ensure safe food handling practices, and protects the public.

### Exceptions and Food Waivers

On rare occasions when BASC is unable to meet the food needs of the event, food waivers are permitted in non-BASC facilities. The waiver process ensures that all foods served on campus are safe and that legal responsibility for the food is documented. Applicable liability insurance, health permits, etc. can take up to 30 days to complete. Therefore, it is important to contact Garnishes early in your planning process and Food Waiver Request Forms should be submitted no less than 15 business days before the event.

In evaluating Food Waiver Requests, the following criteria is considered:

1. The waiver request is from a College department, student organization, or ancillary entity for a College related function.
2. The nature and extent of the event's food service requirement cannot be provided by BASC Dining Services/Garnishes.
3. BASC Dining Services/Garnishes does not elect to provide food service for the event.

### General Guidelines

1. Anyone (besides BASC) preparing and/or handling food and serving to the public, with or without charge, is required to:
  - Submit a Food Waiver Request Application for approval.
  - Obtain/provide a Monroe County food permit. Applications: <http://www2.monroecounty.gov/eh-food.php>
  - Identify a Certified Food Worker who will be present and responsible for the food at the event.
  - Provide a current copy of the organization's certificate of liability insurance in the amount of \$1,000,000 that names BASC and the College as additional insureds.
2. Food brought in from home for general public distribution/sale is strictly prohibited.
3. Individually pre-wrapped food items from an approved facility (a commercial/retail establishment or restaurant with a Monroe County Food Permit) are permitted for meetings and distribution as long as they remain pre-wrapped. You are not required to obtain a temporary food permit if the food is individually pre-wrapped and never comes into contact with any source of contamination. You are, however, required to obtain an authorized Food Waiver Request Form.
4. Even when serving only low-risk foods (listed below), a Food Waiver Request is required.

Low-Risk Foods:

  - Beverages
  - Candy (commercially wrapped)
  - Chips
  - Cookies
  - Crackers
  - Donuts, muffins, bagels (and other pastries not requiring refrigeration)
  - Fruit Platters (not including melons)
  - Pizza – cheese only or cheese and pepperoni only.
  - Popcorn
  - Raw Vegetables
5. Any off-campus restaurant providing and serving food to be consumed/distributed/sold on campus must have the word "Catering" listed on its health permit.
6. It is imperative that food brought on to campus according to the guidelines above follow safe-handling guidelines, including keeping food at acceptable temperatures and avoiding all forms of contamination.

# Food Waiver Request

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Description of event: \_\_\_\_\_

Name of sponsoring club, organization, department, etc.: \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Location of event: \_\_\_\_\_

Food and Beverage Budget: \_\_\_\_\_

Start time of service: \_\_\_\_\_ End time of service: \_\_\_\_\_

Are guests college community or general public? \_\_\_\_\_

Guest count: \_\_\_\_\_

Where will the food and beverage be obtained? \_\_\_\_\_

List all food and beverage to be served including description, amounts, and brand names. If food is extensive, attach menu. \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Responsible for Event

\_\_\_\_\_  
Date

## **BASC Internal Use Only**

### Check requirements:

\_\_\_ Monroe County food permit

\_\_\_ Certified Food Worker

\_\_\_ Certificate of Liability Insurance

\_\_\_ Signed Food Waiver

\_\_\_ Applicable fee, Amount \_\_\_\_\_

### Check if requirements were fulfilled:

\_\_\_ Permit issued on: \_\_\_\_\_

\_\_\_ Name of CFW: \_\_\_\_\_ Date issued: \_\_\_\_\_

\_\_\_ Date received: \_\_\_\_\_

\_\_\_ Date received: \_\_\_\_\_

\_\_\_ Date received: \_\_\_\_\_

\_\_\_ **Food Waiver Request Approved**

\_\_\_ **Food Waiver Request Denied**

\_\_\_\_\_  
Signature of BASC Catering Manager

\_\_\_\_\_  
Date