

REQUEST TO SERVE FOOD IN THE BUSINESS BUILDING

When planning programs and other events where food may be served on campus, events hosts/sponsors must request approval to do so. Food can only be brought to the facilities to serve in accordance with University Policy AD26. Because of the ongoing concern regarding the safe and proper handling of food products, food served at events will be limited to individually prepackaged products, or products prepared by a commercial or University caterer. If a non-University caterer is selected, the caterer must be on the current listing of approved caterers maintained by Risk Management. (<https://controller.psu.edu/risk-management/vendors/caterers>)

All raw and prepared food must be kept at approved temperatures. Hot food must be kept at +140 degrees F; Cold foods must be kept below 45 degrees F.

The University has an agreement with Pepsi for specific beverage products, however dispensed. All beverages served at any event at University Park must be products distributed by Pepsi. For a list of beverages, including bottled water, distributed by Pepsi, please visit: <https://controller.psu.edu/sites/controller/files/pepsibevbrands.pdf>

ALL FIELDS BELOW ARE REQUIRED – SUBMIT FORMS TO SD@SMEAL.PSU.EDU - INCOMPLETE FORMS WILL BE RETURNED

EVENT INFORMATION

Date of Event: _____ 25Live Event Ref#: _____ Today's Date: _____

Full Name of Event Host/Sponsor: _____

Contact Name (if different from Host/Sponsor): _____ Email: _____

Event Start Time: _____ Event End Time: _____ Number of Attendees: _____

Event Location(s): _____

CATERING INFORMATION

Caterer Name: _____

Name of Catering Contact: _____ Caterer Phone: _____

Attach a copy of the catering contract or describe food and beverages to be served, in detail, below:

Will you be using hot boxes/chafing dishes? YES NO

AUTHORIZATION

Printed Name of Person Submitting Request: _____ Phone: _____

Signature: _____ Date: _____