



University of Hawai'i at Mānoa

Request to Serve/Sell Food on Campus

General Guidelines and Procedures for Requesting to Serve or Sell Food On-Campus

When the use of University facilities will also involve the *service or sale of food*, groups are required to complete the "Request to Serve/Sell Food on Campus" form. **This form must be completed at least two weeks prior to the scheduled event.**

Instructions for completing the form:

1. Fill in item #1 through 10 as completely and thoroughly as possible.
2. For #11, Campus Center Meeting and Event Services (CCMES) or Food Services Manager will determine if required.
3. In addition to this form, other paperwork may be required:
 - a. Caterer/Restaurant Food Establishment Permit
 - b. Special Event Food Establishment Permit (from Department of Health)
 - c. Liability Insurance
4. On page 4, only **one signature** is required for approval.
5. Please submit completed form with all required attachments to appropriate office. Refer to page 4.

Campus Center Complex Food Policy

Manoa Dining Services administers food service in Campus Center Complex, which includes Campus Center, Hemenway Hall, and Warrior Recreation Center. Food service is not exclusive and outside food vendors may be approved to serve food at group meetings and events in Campus Center Complex. Appropriate forms and approval by CCMES is required. Outside food vendors or outside food may be approved to be sold at Campus Center Complex meeting and event spaces if it is for an approved Registered Independent Organization (RIO) or approved UH department fundraiser. Appropriate forms and approval by CCMES is required. Food giveaways at meetings and events open to the public may be permitted with appropriate forms and approval by CCMES. Selling and giving away of beverages must abide by the University's beverage contract. Off-campus food vendors may not utilize food service preparation areas assigned to on-campus food service providers. Food cannot be cooked/prepared at Campus Center Complex unless by Manoa Dining Services. **(NOTE: For Category 7 events, all food/beverages must be ordered through Manoa Dining Services Catering.)**

Group (any category) wants to **give away** food (not Manoa Dining Services Catering) at their table spaces/Courtyard or at an event in a room that is **open to the public**:

- If at table space/Courtyard, must be sample size. If in a room, can be any portion size.
- Beverages are subject to stricter rules based on the University's beverage contract.
- Must be non-potentially hazardous foods (unless pre-approved by CCMES).
- Forms needed:
 - FOOD WAIVER
 - DEPT. OF HEALTH (must be non-potentially hazardous food)
 - LIABILITY INSURANCE (if food vendor delivers food on campus)

Group wants to **sell** food at table spaces/Courtyards or in an event that is **open to the public**:

- Only allowed if it is a RIO fundraiser or UH department fundraiser. (UH Department fundraiser needs VC for Admin, Finance, Operation approval.)
- Beverages are subject to stricter rules based on the University's beverage contract.
- Must be non-potentially hazardous foods (unless pre-approved by CCMES).
- Forms needed:
 - FOOD WAIVER
 - DEPT. OF HEALTH (must be non-potentially hazardous food)
 - RIO FUNDRAISING
 - LIABILITY INSURANCE (if food vendor delivers food on campus)

More information on next page.



Campus Center Complex Food Policy continued

Group wants to have a **vendor** come to **sell food** as a **fundraiser**:

- Only allowed if a portion of sales benefits the RIO as a fundraiser.
- Beverages are subject to stricter rules based on the University's beverage contract.
- Forms needed:
 - FOOD WAIVER
 - DEPT. OF HEALTH (must be non-potentially hazardous food)
 - RIO FUNDRAISING
 - RIO FUNDRAISING WITH OUTSIDE VENDOR
 - LIABILITY INSURANCE FROM VENDOR

Group wants to **sell food or give away food** at event space that is a **closed event/by invitation or registration only**:

- FOOD WAIVER
- FOOD ESTABLISHMENT PERMIT (if food is from a catered company)
- RIO FUNDRAISING (if selling)
- LIABILITY INSURANCE (if food vendor delivers food on campus)

If food vendor will be driving to Campus Center Complex to deliver food, liability insurance is required. Liability insurance requirements:

- Commercial general liability insurance with a minimum of \$1,000,000 per occurrence for both bodily injury and property damage;
- Damage to rented premises coverage with a minimum of \$100,000 per occurrence;
- Business automobile coverage with a minimum of \$1,000,000 each accident limit for bodily injury and property damage;
- The policy should state:
 - Date, time, location, and name of event;
 - Certificate holder: University of Hawaii, 2465 Campus Road, Honolulu, HI 96822;
 - "The University of Hawaii shall be named as additional insured";
 - "This insurance shall not be canceled, limited in scope of coverage or non-renewal until after 30 days written notice has been given to the University of Hawaii."*
 - "It is agreed that any insurance maintained by the University of Hawaii and/or the State of Hawaii will apply in excess of, and not contribute with the insurance provided by this policy";
 - "Insurer waives any subrogation rights against the University of Hawaii"
- Company needs to have sufficient Worker's Compensation and Employer's liability coverage in compliance with the laws of the State of Hawaii.



REQUEST TO SERVE/SELL FOOD ON CAMPUS

1. Name of Group: _____ Group is: CSO RIO UH Department Other: _____
2. Name of group member in charge of the event: _____ Phone: _____
Email address: _____
3. Event Date: _____ Time: _____ Location: _____
4. Purpose of event: _____
5. Is the event open to the public? YES NO
6. Describe what food items will be served/sold (menu) and the estimated amount of pieces: _____

7. Indicate where the food will be purchased: _____

8. Indicate the contact person and telephone number of the licensed facility preparing the food or supervising the food preparation: _____

9. If the food is to be transported to an on-campus site from a licensed facility, describe the procedures to be used for the storage of the food product(s): _____

10. If using an outside caterer/restaurant, are they driving a vehicle on to campus? YES NO
If outside caterer/restaurant will be driving on to campus, liability insurance is required. See page 1 for insurance requirements.
11. If the food requires special temperature control, describe the methods for maintaining proper temperatures: _____

12. If the food will be sold, please describe the method of sale (i.e. pre-sale tickets, on-site sales only, etc): _____



REQUEST TO SERVE/SELL FOOD ON CAMPUS cont.

- 13. Before any person or organization may operate a temporary food service establishment where food is served or sold, a “Special Event Food Establishment Permit” may be required by the Department of Health (DOH) Sanitation Branch. Phone: 586-8000. Location: 99-945 Halawa Valley Street, Aiea, HI 96701. Website: <http://health.hawaii.gov/san/permit-applications/>

If DOH permit is not required, a caterer’s “Food Establishment Permit” must be submitted.

CCMES or Food Services Manager will determine if DOH permit is required for your event.

OFFICE USE ONLY

For Groups Serving or Selling Food at Campus Center Complex (Campus Center, Hemenway Hall, Warrior Recreation Center) approval is needed by the Office of Student Life & Development, Campus Center Meeting and Event Services:

Office of Student Life & Development, Campus Center Meeting & Event Services, Campus Center Room 209.

CCMES Staff Printed Name	Signature	Date
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TURN IN FORM TO Campus Center Meeting and Event Services, Campus Center 209, Phone: (808) 956-2525.

OFFICE USE ONLY

For Groups Serving or Selling Food at facilities **OUTSIDE** of Campus Center Complex (Campus Center, Hemenway Hall, Warrior Recreation Center) approval is needed by Auxiliary Services, Food Service Manager:

Food Services Manager, Auxiliary Services Building, email: food@hawaii.edu, phone: (808) 956-4798.

Food Services Manager Printed Name	Signature	Date
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EMAIL COMPLETED FORM TO Office of Planning and Facilities Work Coordination Center (WCC), Email: mareserv@hawaii.edu / Phone: (808) 956-7134.

Forms:

- RIO Fundraising Form / Submitted: _____
- Caterer Food Establishment Permit / Submitted: _____
- Dept. of Health Permit / Submitted: _____