Request to Serve/Sell Food on Campus

University of Hawai‘i at Mānoa

Guidelines 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 this 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 12 as completely and thoroughly as possible.
2. For #13, 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 and Insurance Agreement
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.

Food Policy for Campus Center Complex

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 meetings and events in Campus Center Complex. See examples and requirements below.

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/beverages 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 wants to give away food (not Manoa Dining Services Catering) at an event or 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/beverages.
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (must be non-potentially hazardous food)
  - FOOD VENDOR’S CERTIFICATE OF INSURANCE and INSURANCE AGREEMENT (if food vendor delivers food on campus; exception: pizza delivery)

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 Dept. 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 food/beverages (unless ordering from/food served by Manoa Dining Services Catering).
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (must be non-potentially hazardous food)
  - RIO FUNDRAISING
  - FOOD VENDOR’S CERTIFICATE OF INSURANCE and INSURANCE AGREEMENT (if food vendor delivers food on campus; exception: pizza delivery)

More information on next page.
Food Policy for Campus Center Complex continued

Group wants to have a vendor come to sell food as a fundraiser:
- 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 food/beverages.
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (must be non-potentially hazardous food)
  - RIO FUNDRAISING
  - RIO FUNDRAISING WITH OUTSIDE VENDOR
  - FOOD VENDOR’S CERTIFICATE OF INSURANCE and INSURANCE AGREEMENT

NOTE: Vendors are only permitted on campus at Campus Center Complex to sell food as a RIO or UH Department fundraiser.

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 restaurant/catering company)
- RIO FUNDRAISING (if selling)
- FOOD VENDOR’S CERTIFICATE OF INSURANCE and INSURANCE AGREEMENT (if food vendor delivers food on campus; exception: pizza delivery)

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Food Policy for Facilities Outside Campus Center Complex
For facilities OUTSIDE of Campus Center Complex (Campus Center, Hemenway Hall, Warrior Recreation Center) approval is needed by Auxiliary Services Food Services Manager. In addition, for Groups Selling:
- Only allowed if it is a RIO fundraiser or UH department fundraiser. (UH Dept. fundraiser needs VC for Admin, Finance, Operation approval.)
- Vendors coming to sell food as a fundraiser are not permitted.
- Beverages are subject to stricter rules based on the University’s beverage contract.
- Must be non-potentially hazardous foods.
- Forms needed:
  - FOOD WAIVER
  - DEPT. OF HEALTH (must be non-potentially hazardous food)
  - RIO FUNDRAISING (turn in to Campus Center 209)

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Vendor Insurance Requirements
If food vendor will be on campus, liability insurance is required. Liability insurance requirements:
- Commercial general liability insurance with a minimum of $1,000,000 per occurrence for both bodily injury/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;
- Worker’s Compensation with limits in compliance with Hawaii law and Employer’s liability coverage.
- 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.”
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 2 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): __________________________
    ____________________________________________________________________________

Updated 11/18/19
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.

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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.

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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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**TURN IN FORM by EMAIL to** food@hawaii.edu

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Office Use Only:

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