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

When the use of University facilities will also involve the sale or service of food, groups are required to complete the “Request to Serve/Sell Food on Campus.” This form must be completed at least three 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) will determine which signatures are required.

3. Effective March 1, 2012, a new service fee to clean all food trash for any event that has outside food (which includes any food other than Student Affairs Catering). The fee* will range from $15 - $120 per event based on room capacity/attendance. The fee will cover cost for staff to dispose of all trash and the operating cost of renting a food waste receptacle bin and disposal.

   *There may be some exceptions to the fee, at the discretion of CCMES full-time staff, based on the kinds and volume of food. This will be discussed with groups and MES full-time staff when groups make their reservations.

4. In addition to this form, other paperwork may be required. See Question #10.

5. Please submit completed form with all required attachments to CCMES, Campus Center 209.
REQUEST TO SERVE/SELL FOOD ON CAMPUS

1. Name of RIO, University Program, or Department

2. Name of RIO, University Program, or Department member in charge of the event and contact information (including e-mail address and phone# where you can be reached):

3. Purpose, date, time, on-campus location where food will be served/sold

4. Describe what food items will be served/sold (menu) and the estimated amount of pieces (eg: about 200 whole chickens will be prepared by group by Sinclair Circle for sale)

5. Indicate where the food will be purchased

6. Indicate the name, telephone number and contact person of the licensed facility preparing the food or supervising the food preparation/serving

7. 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)

8. If the food requires special temperature control, describe the methods for maintaining proper temperatures:

9. If the food will be sold, please describe the method of sale (ie… pre-sale tickets, on-site sales only, etc…)

10. Depending on the type of food, before any person or organization may operate a temporary food service establishment where food is served or sold, a permit or certificate of approval may be required by the Sanitation Branch, Environmental Protection and Health Service Division, State Department of Health. Telephone number is 586-8000. Located at 591 Ala Moana Boulevard, behind the U.S. Immigration Service Building. If Department of Health clearance is not required, a caterer’s ‘Food Establishment Permit’ must be submitted. For clarification, inquire with CCMES full-time staff member.

   a. Sanitation Branch requires that an “Application for Temporary Food Service/Food Establishment Permit” be submitted for approval at least two weeks in advance of the food service/sale. A separate set of Public Health Regulations may be obtained.

   b. If applicable, attach the Department of Health’s ‘Temporary Food Establishment’ permit, or a caterer’s ‘Food Establishment Permit’ with this form.
11. Please obtain signatures from all applicable offices listed below. Please note: groups are only required to get the signatures that apply to their request. Please read the headings carefully and go to CCMES (CC 209) if you are not sure which signatures are required. Permission should be obtained no later than 3 weeks prior to the date of the service/sale:

Campus vendors have been granted limited rights to catering at UH-Mānoa as part of the University’s food service contracts; however some allowances have been made for student groups who serve (not sell) food on campus as described below. Obtaining food from Student Affairs Dining Services or other campus vendors offers on-campus convenience. Menus, service, and pricing are available from Student Affairs Dining Services at (808) 956-2186. For more information on menus, service and pricing for other on-campus vendors, please see the Food Services website at http://www.uhmdining.com/

Groups, chartered (CSO) and registered (RIO), may provide food from other vendors (other than those referenced above) at their meetings, events, and functions on-campus (except Paradise Palms, Athletic Facilities, and Housing Services). In order to do this, groups must obtain prior approval from the University and inform the appropriate on-campus food service contractors. Please note: Off-campus vendors may not utilize food service preparation areas assigned to other on-campus food service providers.

Groups Selling Food at Venues outside of the Student Union (Campus Center & Hemenway Hall) as those operated by Student Affairs Dining Services

Groups selling food or food products for their meetings, events or functions in University facilities other than those operated by Student Affairs Dining Services (all areas except Campus Center, Hemenway Hall, Queen Lili‘uokalani Center for Student Services and Student Housing) must also obtain permission from Auxiliary Services’ Food Services. Please see the Food Services website, http://manoa.hawaii.edu/food, frequently asked questions section for more information. Permission should be obtained no later than three weeks prior to date of food service.

a. Food Service Manager, Andy Lachman, Auxiliary Services Building, 1951 East-West Road, Room 210, 956-4798

Signature of Auxiliary Services

Groups Selling or Selling Food in Parking Lots or Parking Facilities

b. Parking Office, Auxiliary Services Building, 1951 East-West Road, 956-9290

Signature of Parking Office

c. Campus Security Office, Chief, Auxiliary Services Building, 1951 East-West Road, 956-8211

Signature of Campus Security Office

Groups Serving or Selling Food in Student Housing Facilities
d. Student Housing, Frear Hall, 1st Floor, 956-8177

Signature of Student Housing

Final Review for Groups Serving or Selling Food on-campus
e. Office of Student Life & Development, Meeting & Event Services, Campus Center Room 209, 956-2525

Signature of Student Life & Development

For office use only:

☐ RIO Fundraising Form / Submitted: _________________________

☐ Caterer Food Establishment Permit / Submitted: _________________________

☐ Dept. of Health Permit / Submitted: _________________________

do Outside Food Fee Applies

Amount: $______________ / Approved by: _________________________