



By contractual agreement between AQ Dining Services and Aquinas College, all food and beverage on the Aquinas College campus must be purchased through Dining Services. This ensures safety and compliance with state and local health regulations. Dining Services will not, in these situations, be held legally liable for any and all happenings at or related to this event.

Food Waivers are NOT permitted in the following buildings:

- *Wege Student Center
- *Donnelly Center
- *Cook Carriage House.

Any group desiring to provide food and beverage themselves for fund raising events on the campus must secure a contract waiver from Dining Services. Food waivers are generally granted for the following situations:

1. A campus sponsored fund raiser
2. At the discretion of Dining Services in special circumstances

A food waiver request must be completed and returned a minimum of 14 (fourteen) business days prior to the event.

Contact Jessica Barnett, Catering Manager at 632-2965 with any questions.

Today's Date: _____

Event Description:

Activity or Event: _____

Event Location: _____

Event Date/Time: _____

Requestor:

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Please Complete the Following:

Building/Location Where Food Will Be Served: _____

Product to be Served: _____

Attach Menu: _____

Are These Items: _____ Donated _____ Purchased

Due to Health Department Regulations, proper food preparation and storage is required.

Will food preparation be required? _____ Yes _____ No

If "yes", where will food be stored? _____

Who will be serving the food? _____

Submit the completed waiver to Jessica Barnett, Catering Manager

AQ Dining Service
1607 Robinson Road
Grand Rapids, MI 49506

Office: 616.632.2965
Fax: 616.458.0283
jessica.barnett@aquinas.edu