

Dining Services Release Agreement

Dining Services is the sole provider of food service for Valparaiso University and no other vendor or purchased food from outside provider may be allowed on premises for functions. Exceptions may be granted for special circumstances listed below. All releases are required to be turned into the Dining Services within two weeks prior to the event, so that Dining Services can provide you with the best service.

- This release must be read and signed by the person or organization requesting the exception.
- Food that is donated or pot-lucked must have a letter of agreement from the donor acknowledging that their food will be donated and that the University holds no liability for the safety, storage, or proper preparation of the food.
- If a purchase is made for less than \$50.00 for a meeting or other function outside of the Union, Library, Refectory, or VUCA.
- If snacks or canned/bottled beverages are needed in addition to the donated food, they must be purchased through Dining Services for events held in a University building.
- All donated canned and bottled beverages must be a Pepsi product. No exceptions are allowed as we are contractually an exclusive Pepsi Campus.
- You may only purchase food outside of Dining Services if you are having a cultural meal that Dining Services cannot provide due to authenticity and/or cultural requirements that dining services cannot meet.
- No donated food can be cooked with a University Grill unless Dining Services has provided an employee to oversee the cooking of the food.

If you meet any of these requirements please fill out Section A. This does not guarantee approval.

A. Please fill this section out:

Day and Date of Activity: Day: _____ Date: _____

Organization: _____

University Location and Room: _____ Reservation # _____

Name of Representative: _____

Contact Email and Phone of Representative: E-mail: _____ Phone: _____

Address of Representative: _____

Items that are being donated or supplied and the organization: _____

****** Valparaiso University accepts no responsibility or liability for the food quality or items delivered to or served on University premises except those provided by the University Dining Services. All such responsibilities and liabilities must be accepted by the organization of individuals providing foodservice. ******

I have read and understand the above statement as the authorized representative of the above named organization or an individual that is not an agent of the University. I release all parties including Valparaiso Dining Services and the Valparaiso University from any such responsibility or liability that may result from the Activity and the Organization accepts full responsibility and liability for the Activity. _____ *Initial*

Printed Name: _____ Signature: _____ Date: _____

-----Dining Services Section-----

Attached form from Vendor: Yes or No

Approved: _____ Declined: _____ Signature: _____ Date: _____

Comments: _____
