

# WAYNE STATE UNIVERSITY

## STUDENT CENTER RESERVATIONS

5221 Gullen Mall Suite 011 Student Center Building

Detroit, Michigan 48202

[screservations@wayne.edu](mailto:screservations@wayne.edu) (email) (313) 577-4585 (phone) (313) 577-3520 (fax)

### **Request for a Food Waiver**

The purpose of the Student Center Food Policy as outlined below is to provide opportunities for meetings and events with food to be held safely, consistent with Public Health Department guidelines and without undue potential for damage to Student Center space.

#### **Food Policy**

- Catering by Wayne State Dining Services can be provided for all rooms in the Student Center.
- **Only** food ordered through Wayne State Dining Services is permitted in the **Ballroom**.
- Food not catered by Wayne State Dining Services is allowed in all meeting rooms other than the Ballroom if it meets the following guidelines:
  - Under \$200.00 worth of food.
  - Non-perishable snacks, including chips, candy, soft drinks, donuts, cookies, cupcakes and sheet cakes.
  - Pre-packaged, store purchased cheese trays, vegetable trays, fruit trays, individually packaged salsa and individually packaged hummus.
  - Pizza is permitted but must be served with serving utensils (e.g. spatula) and gloves. Pizza must be served immediately upon delivery to the room.
- The following items are not permitted in any Student Center meeting rooms:
  - Food that requires refrigeration or warming to maintain proper health regulation temperature, unless provided by Wayne State Dining Services.
  - Heating units (e.g. crock pots, skillets & serving dishes with warmers), unless provided by Wayne State Dining Services.
- Wayne State Dining Services is the sole provider of food on campus, including snacks, when the total amount spent is over \$200.00.
- Waivers to the Food Policies can be requested
  - If using university funds and the food purchase is over \$200.00 a waiver must be requested from Wayne State Dining Services located in McGregor Memorial Conference Center by calling 7-2400.
  - If the food purchase is under \$200.00 and/or university funds are not being used, then a waiver of the Food Policies restrictions can be requested from Student Center Administration.

This form is to request a **waiver** to the Student Center **Food Policy**. Please be as detailed as possible in giving the committee all necessary information in regards to your event so that a decision may be reached in a timely manner. The Waiver Committee meets once a week; all requests for a food waiver must be submitted at least two weeks prior to the date of the event.

Upon approval by the Waiver Committee, the reserving party shall be permitted to serve food and beverages on campus in connection with authorized events. All of the aforementioned points will be considered when granting approval/denial of a food waiver.

If you have any questions regarding the above policies or process please contact Student Center Administration at 313-577-4585 or at [screservations@wayne.edu](mailto:screservations@wayne.edu)

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### Event Information

Name of Student Organization/University Department

\_\_\_\_\_

Access ID \_\_\_\_\_

Phone # \_\_\_\_\_

Description of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Estimated Dollar Amount to be spent/donated: \_\_\_\_\_

Facility & Room \_\_\_\_\_

Food requested \_\_\_\_\_

Food prepared/purchased from \_\_\_\_\_

Reason for requesting a Food Waiver

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of requesting student organization/university department

Waiver Approved

Waiver not Approved

Signature, Director/Designee \_\_\_\_\_

Date \_\_\_\_\_