Request for Approval to Serve Food from a Non-UADS (Chartwells) Source

To be completed by Sponsoring Group and returned to the UADS (Chartwells) Office in CC B-36, 15 business days prior to event.

$25 processing fee must be submitted with form.

Call Kathy Stramiello at (518) 442-5985

To be completed by University at Albany Dining Services:

Event Denied Event Approved Event Waived* (Date)

(Signature of UADS Reviewing Official)

Event Information:
Name of Event:__________________________
Date and Time of Event:__________________________
Estimated Number Attending Event:____________
Location (building and room):__________________________
The sponsoring group is responsible for reserving the location for the event with the designated University contact.

Off Campus Food Provider Information:
Name of Off Campus Food Provider:__________________________
Phone:__________________________

Sponsoring Group Information:
Name of Group Sponsoring Event:__________________________
Name of Sponsoring Group Contact:__________________________
Cell Phone Number:__________________________
Email Address:__________________________
UAlbany Address:__________________________

Approval of Student Involvement and Leadership Liaison (For student groups only)
Print Name:__________________________ Signature:__________________________

Note: UAS Program Funds cannot be used to purchase food from an off-campus food provider unless UADS is unable to accommodate the group’s request

Method of billing (check billing method):
___ SA Voucher Approval Number:_________ SA Amount Approved:_________
___ UAS Program Fund Account Number:_________UAS Amount Approved:_________
___ Invoice sponsoring group at address listed above

Menu
List all food and beverages. Beverages other than hot tea, coffee and milk must be Coca Cola products (www.coca-cola.com). UAlbany and State permits are required for alcohol and are the responsibility of the Sponsoring Group.

Signature of Sponsoring Group Contact: ________________________________

*Low risk food items will be sold by UAlbany student organizations to raise funds for the group itself or charity.

Please Reference the “Steps for Obtaining Approval to Serve Food from Non-UADS (Chartwells) Sources” for More Information.
University Auxiliary Services (UAS) is committed to providing food services for the University at Albany (UAlbany) which meet and exceed customers’ expectations for quality, nutrition and safety. Therefore, UAS contracts with UADS (Chartwells) to provide food services for the Uptown Campus, Downtown Campus and Alumni Quad. Food service providers, other than UADS (Chartwells), are allowed at UAlbany if they provide the documentation required by UADS (Chartwells) to ensure that the safety standards will be met when they deliver and serve food on campus. This applies to food that is delivered to the University by an off-campus food service provider or food that is picked up and brought back to the University.

Begin the approval process three to four weeks in advance of your event. Review the “Events that DO NOT require UADS Approval” to determine if you need to continue with the approval process. You should provide your Off Campus Food Source with the required items on the documentation checklist when you first contact them to determine if the provider will be able to submit the necessary documentation for approval. In addition, confirm in advance with your Off Campus Food Source that they can submit the necessary documentation required in Step 3.

This procedure applies to all academic, administrative and residential buildings on the Uptown and Downtown Campus and Alumni Quad, including On-Campus Apartments.

Note: UAS Program Funds cannot be used to purchase food from an off campus food source unless UADS is unable to accommodate the group’s request.

**Step 1:**
Determine whether your event requires UADS approval or waiver.

**Events that DO NOT require UADS approval:**
1. Events located Off Campus, which includes Chapel House.
2. Private Events: In-door gathering of 50 people or less, not open to the public, not charging admission, and serving only low risk foods in a sanitary manner and eaten or discarded within 2 hours of delivery.
3. Events catered by UADS

**Events that DO require UADS approval:**
1. Campus Wide Events: UAlbany events that are open to the campus community and/or the public such as graduation, homecoming, athletic games, and concerts.
2. Public Events: Gathering of more than 50 people at an event that is open to the general public such as carnivals, fund raisers, exhibitions, festivals on the UAlbany Campus.
3. Student Sponsored Events: Gathering of more than 50 people at a UAlbany event that is sponsored by a student group and is open to the public such as fashion shows, meetings, cultural events, parties.
4. All non-UAlbany organizations using UAlbany campus facilities.
5. On campus events that serve donated food from Off Campus sources.
6. Off Campus groups selling food for profit.

**Events that Require a UADS Waiver:** Food items sold by UAlbany student organizations to raise funds for charity or the organizations itself. Food must be low risk, served in a sanitary manner and eaten or discarded within 2 hours of delivery.
If your event requires UADS approval or waiver you must complete the following steps:

**Step 2:**
Three to four weeks in advance of your event, submit the Request for Approval to Serve Food from Non-UADS (Chartwells) Sources Form, to Kathy Stramiello in the UADS office, CC B36, 518-442-5985 and she will assist you with your event planning. [http://www.albany.edu/uas/catering_foodsales.shtml](http://www.albany.edu/uas/catering_foodsales.shtml)

15 days prior to your event, submit supporting documentation to UADS, CC B36, for Chartwells review and approval. UADS will notify the sponsoring group contact at least 72 hours in advance of event with decision.

The “Request for Approval to Serve Food from a Non-UADS Source” Form approved or waived by a UADS official must be posted near the food for the duration of the event.

**Step 3:**
Please submit all of the following documentation in a packet to the UADS Office, CC B36.

Documentation (To be obtained from food provider):
Please realize some food service providers cannot or will not comply with the requirements for approval. The sponsoring group is responsible for obtaining the following documentation from the food service provider:

- Albany County Health Department Temporary Food Service Permit for UAlbany
- Certificate of Insurance, which documents the following--
  - Commercial auto insurance of $1,000,000 single limit for bodily injury and property damage
  - General liability per occurrence limit of $1,000,000 per occurrence and general aggregate limit of $2,000,000
  - Additionally insureds on a primary non-contributory basis to include Chartwells, University Auxiliary Services at Albany, Inc., the University at Albany, University at Albany Foundation, University at Albany Foundation Student Housing Corporation, Fuller Road Management, the Dormitory Authority of the State of New York, State University of New York, and State of New York
  - If alcohol will be served: Liquor Liability Coverage
- If the provider will use sterno fuel, a UAlbany Environmental Health and Safety, “Operational Permit: Sterno Type Cooking Fuel Use”

Documentation to be provided by sponsoring group:

For off campus groups:
- A signed Albany Revocable Permit from the Division of Finance and Business

For events held outdoors:
- Tent permit from Environmental Health and Safety Department
- Documentation of support from Office of Facility Management for scanning, trash and recycle removal

If alcoholic beverages will be served:
- Off campus food source’s off premise alcohol permit from the New York State Liquor Authority
- UAlbany documentation of approval to serve alcohol

All groups:
- $25 processing fee, payable to Chartwells (Except for Waived Events)
- $50/hour room rental fee if Chartwells dining areas are used for the event, payable to Chartwells

All off-campus vendors are responsible for abiding by University parking regulations.
Examples of High and Low Risk Foods:

Examples of High Risk Foods:
- Beans/Legumes
- Cooked Rice
- Eggs
- Fish
- Meat of Any Kind
- Melons (Watermelon, Honey Dew, Cantaloupe, etc)
- Dairy Products
- Potatoes
- Poultry
- Raw Seeds
- Sprouts
- Sushi (all varieties)
- Soy-Protein products
- Sno-cones
- Non-canned or bottled beverages

Examples of Low Risk Foods:
- Candy
- Chips
- Cookies
- Donuts (non-cream filled)
- Whole Fruit
- Non-Cream Filled Baked Products
- Popcorn
- Trail Mix
- Chocolate
- Peanut Butter
- Popsicles
- Cheese Pizza
- Bagels
- Cheese
- Crackers
- Vegetable Platter
- Canned or bottled beverages

Check with the UADS Office to determine whether menu items not listed here are considered low or high risk foods.