Food Release Form

Organization Name

Event Title or Reservation #

Day, Date & Time of Event

Location of Event

It is our organization’s intent to bring in food purchased or donated from local retail grocers or other such businesses.

We do not hold the University of South Florida and/or USF Dining Services liable for any food products from outside vendors that could cause possible illness to any of our event participants. We do not hold the University of South Florida and/or USF Dining Services responsible for any of the setup or clean up of our event. We understand that the setup, utensils, ice, and clean up are the responsibility of our organization.

The type of food that will be brought in is (mark all that apply):

- [ ] Pre packaged (Publix, Winn Dixie, Walmart etc.)
- [ ] Ethnic (Kosher, Indian, etc.)
- [ ] Speciality foods (Vegan, Vegetarian, etc.)
- [ ] Outside Restaurant or Caterer

Vendor(s): ________________________________

Food(s): ________________________________

______________________________

Will there be alcoholic beverages? _________ If yes, the Marshall Student Center Alcohol Policy must be followed. USF Dining Services must provide and serve any alcohol within the Marshall Student Center.

Please review food safety policy (available through Event Planner) and sign the statement below.

☐ I have read the USF Hygiene Policy, available through the EMS office, and agree to follow the guidelines and have a copy on-site for reference. (Only required if cooking on-site.)

Print Accountable Officer Name

EMS Event Planner Signature and Date

Accountable Officer Signature and Date