

Marshall Student Center Food Release Form

Event Information

Organization/Department Name

Day, Date & Time of Event

Event Title or Reservation #

Location of Event

Food & Vendor Information

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 Alcohol Request form must be complete and approved. USF Dining Services must provide and serve any alcohol within the Marshall Student Center.*

Please review the Event Safety Manual available through Environmental Health and Safety at usf.edu/shs and sign the statement below.

- I have read the Event Safety Manual and agree to follow the guidelines.

Signatures

Print Accountable Officer/Department Representative Name

EMS Event Planner Signature and Date

Accountable Officer/Department Representative Signature and Date

<input type="checkbox"/> Approved: _____
<input type="checkbox"/> Not Approved: _____
OFFICE USE ONLY