



# Food Liability Release Policy

UAF Dining Services and Contract Operations (DSCO) is responsible for the oversight of all food and beverage service on campus. Effective July 5, 2015 University of Alaska entered into a food services contract with Chartwells Higher Education Dining Services (dba UAF Catering and UAF Dining Services) to provide campus food service.

Catering refers to food and beverages provided for consumption at a group function or event.

As per the food services contract, Chartwells is the sole source for catering events held in the Wood Center. All catering must be provided by Chartwells in this location.

Elsewhere on campus, an outside caterer, food donations and pre-packaged food and beverages may be served at events with an approved Food Liability Release Request. A signed and approved Food Liability Release Request releases UAF Dining Services and Contract Operations, its office and employees, University of Alaska Fairbanks and the Board of Regents of the University of Alaska (UA) system from any and all liability associated food and beverage served at the approved event. **The caterer, donor or group organizing the event assumes full responsibility for equipment set-up, service, cleaning and adherence to food safety guidelines.**

## **FREQUENTLY ASKED QUESTIONS**

### **When is a Food Liability Release Request required?**

- Any time there is a plan for food and beverage service to be provided by any source other than Chartwells Catering at an event on university property, including donations.
- Any time a group is planning a bake sale, fund raiser or potluck on campus.

### **Who should submit the Food Liability Release Request?**

- The person responsible for organizing the event at which food service will be provided

### **To whom should request be submitted?**

- UAF Dining Services and Contract Operations at [uaf-dining@alaska.edu](mailto:uaf-dining@alaska.edu) or fax to 907-474-5707.

### **When should request be submitted to allow adequate processing time?**

- At least 14 days prior to the event; *DSCO suggests that you do not enter into any agreements with an outside caterer until you have received the approval for your request*

### **What needs to accompany the Food Liability Release Request when it is submitted?**

- A menu or items for purchase and an estimate of cost from proposed vendor (i.e. outside caterer or grocery store).

### **What happens after the Food Liability Release Request is submitted?**

- DSCO will review your request and the other required submissions.
- If a group is requesting an outside caterer and Chartwells Catering can offer a similar service and price, a contact for Chartwells Catering that can help with arrangements will be provided.
- Once processed, DSCO will return a signed copy of the request via email to confirm the approval or denial with stated reason.



Dining Services and Contract Operations

# Food Liability Release Request

## EVENT AND SPONSOR INFORMATION

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 Organization/Dept. Sponsoring Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

## FOOD SERVICE INFORMATION

Reason for waiver request? \_\_\_\_\_  
 Type of Food/Beverage to be served: \_\_\_\_\_  
 Donation by \_\_\_\_\_  Purchase from \_\_\_\_\_  
 If purchase, has Chartwells Catering been contacted to discuss your needs?  Yes  No  
 If yes, why are you choosing not to utilize the service? \_\_\_\_\_

**Please attach a copy of menu and/or estimate from vendor.**

## RELEASE OF LIABILITY

Sponsor, \_\_\_\_\_, hereby releases UAF Dining Services and Contract Operations, its office and employees, University of Alaska Fairbanks and the Board of Regents of the University of Alaska (UA) system from any and all liability related to the contents, preparation, and presentation of food, prepared or purchased for the above event.

\_\_\_\_\_  
 Sponsor Representative Signature \_\_\_\_\_  
Date

*Please submit request no less than 14 days in advance for processing.  
 Submit completed forms to Dining Services at [uaf-dining@alaska.edu](mailto:uaf-dining@alaska.edu) or fax to 474-5707.*

University of Alaska is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

## OFFICIAL USE ONLY

Approved  Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
 Dining Representative Signature \_\_\_\_\_  
Date