

University of Houston Clear Lake

Waiver Request Authorization Form For On-Campus Food and/or Catering Services

(This form must be submitted ten (10) business days prior to the event for approval)

Contact/Event Coordinator: _____ Contact Phone #: _____

Vendor Name: _____ Contact Fax #: _____

Department Name: _____ Contact E-mail: _____

Name of Event: _____ Event Date: _____

Event Location: _____ Event Hours: _____

Please check all that apply: Students: Faculty/Staff: Public/Other:

Approximate number of people to be served: Attachments: UHCL Dining Quote:
Outside Vendor Quote:

Justification for waiver request:

It is hereby agreed that the aforementioned department will indemnify and hold harmless the University of Houston-Clear Lake from any claims or actions which may arise from the food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

Event Coordinator: Signature: _____ Date: _____

(Print Name Here)

Forward form to: UHCLProcurement@uhcl.edu

Procurement and Payables Office Use Only

Waiver Approved: Reasons for Approval:

Waiver Denied: Reason for Denial:

Approved by: _____ Date: _____

(Print Name Here)

Instructions for waiver request form for on-campus food and/or catering services

As you envision and plan your event or meeting, it is important to keep in mind that our University Dining Services always has the first right of refusal for your request when using university funds. We realize that not every request can be accommodated and thus, we require the waiver request form for on-campus and/or catering services for departments and groups only. Departments/University Organizations must obtain approval from University Procurement Department via the Waiver Request Form prior to any on-campus and/or catering services.

For liability reasons, a Waiver Request Form must be submitted for approval prior to hosting an event using goods or services of an outside vendor. By submitting, a Waiver Request Form, the coordinator and vendor are agreeing on behalf of the department, respectively, to release the University of Houston-Clear Lake Dining Services from any and all responsibility or liability for any injury or illness resulting from consumption of any food or beverage which University of Houston-Clear Lake Dining Services did not prepare, distribute or provide. In addition, the reserving individual/organization or department is responsible for ensuring all University policies are in compliance. Please refer to the safety instructions at: [Food Safety Instructions](#) and follow if applicable.

The Waiver Request Form must be submitted a minimum of ten business days prior to the event to UHCLProcurement@uhcl.edu with quotes from UHCL Dining Services and the outside vendor.

Waiver Request Forms and questions related thereof may be emailed to UHCLProcurement@uhcl.edu or faxed to the attention of: Procurement Department at 281-283-2156.

Exceptions:

- Orders for an amount of \$100 or below.
- Off campus events or events under \$500 to be held at UHCL-Pearland.