

UCCS Extended Catering Request Form

Clubs and departments may request to use an approved caterer that is part of the Extended Catering Program if (1) Catering is not able to accommodate your request, OR, (2) Catering has approved the use of the catering partner. Catering has first rights to all campus catering for the safety of students and the campus community.

Extended Catering Program- How it works.

- **Select a caterer and menu** from the Extended Catering Website (address)
- **Fill out the form below and submit to your event coordinator in Event Services Office least 14 business days prior to event.**
- Catering will arrange the delivery of your food with the supplier.
- You will receive a copy of your catering and event order for approval.
- Your Speedtype will be charged the approved amount after the event is completed.

Departments - Please submit your exemption request form to your event coordinator in Event Services Office at least 14 business days in advance.

Clubs – Please submit your exemption request via Mountain Lion Connect at least 14 business days in advance.

If the use of an outside caterer is granted, the sponsoring University department or club must agree to the following terms:

1. Menu items are selected from the campus approved menus via the Extended Catering Website.
2. All food remains at the appropriate hot or cold temperature throughout the event.
3. All waste must be cleaned up and disposed of after the event (including removing all waste to external trash dispensers).
4. All disposable serving items will be of a compostable nature. Styrofoam and plastic cups/utensils are prohibited.
5. Any use of an open flame to heat dishes requires pre-approval from the campus Fire Marshall.
6. Parking for outside vendors is not provided and guest parking procedures will need to be followed.
7. All vendors providing food have submitted liability insurance per University policy, business license, current ServSafe certification, and signed food service agreement.

A 5% or \$50 administration and safety fee (whichever is less) is added to all orders using the Extended Catering Program.

Please fill in the following fields:

Name (person filling out the form)	Phone Number (person filling out the form)
Name (contact who will be at the event)	Phone Number (contact who will be at the event)
Name of your Event Coordinator in Event Services office	
Department/ Club Name	Speedtype
Name of Event	Date of Event
Time of Event	Location of Event
Number of Expected Attendees	Name of the Extended Caterer
Catering Budget	Are you advertising the event? If so, where and to whom?
Why are you are seeking to use and Extended Catering Partner?	
Menu items and quantities you are ordering.	

Response to Request (Catering Use Only)

Approve Not Approved

Catering Signature _____

Event Coordinator Signature _____