

# 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

Food Release Forms must be submitted three business days in advance. Forms that are not submitted three days in advance may not be approved.

It is our department/organization's intent to bring in food purchased or donated from local retail grocers, restaurants, or other such businesses. No food or beverage can be sold in the Marshall Student Center (MSC) reservable spaces.

We do not hold the University of South Florida (USF )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 USF 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 department/organization.

The Coca-Cola Company is the official beverage sponsor of USF. Non Coca-Cola products are not allowed to be served.

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

- Pre Packaged (Publix, Winn Dixie, Sam's Club, Costco, Walmart, etc.)
- Outside Restaurant or Caterer

Vendor(s): \_\_\_\_\_

Food(s): \_\_\_\_\_

Will there be alcoholic beverages?  Yes  No

*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.*

Is your event open to the public?  Yes  No

*If your organization's event is open to the public (members outside of your department/organization), it is required that two members of your department/organization have completed the ServSafe Training and are present at your event. (<https://www.servsafe.com/access/ss/Catalog/ProductList/58>)*

If you answered yes to the question above, have two individuals in your department/organization obtained a ServSafe Food certification or a comparable certification approved by the university and will be present and responsible for ensuring the compliance from all those serving food?  Yes  No

All events are required to adhere to the EH&S Event Safety Manual for food serving guidelines. (<https://www.usf.edu/administrative-services/environmental-health-safety/documents/event-safety-manual.pdf>)

By signing below, you agree to the terms listed above and acknowledge that the answers provided are true and correct to the best of your knowledge.

## Signatures

Print Accountable Officer/Department Representative Name

Accountable Officer/Department Representative Signature and Date