

Officially supported browsers (must be 32-bit browsers)	
PC	Mac
Internet Explorer 9, 10, 11	Safari 5.1.9 , 5.1.10, 6.0.4, 6.0.5, 6.1.x, 6.2.x, 7.0.x, 8.0.x, 9.0.x
Firefox 31 ESR or 38 ESR	Firefox 31 ESR or 38 ESR (Best Option)

Instructions for On-Line Food Service Waiver Request Form

Select the link to “Food Service Waiver Request” located on the homepage of **Campus Services and Activities**.

Enter the information requested:

1. **Event Name:** Enter the name of your event.
2. **Purpose:** The purpose of the event, (i.e., to provide a safe environment for students to socialize and meet other students).
3. **Requestor Name:** Your full name.
4. **Requestor’s Email:** Your email address.
5. **Requestor’s Phone number:** The best phone number to reach you—start with area code.
6. **Advisor/Supervisor Name:** The name of your advisor and/or your immediate supervisor.
7. **Advisor/Supervisor Email:** The email address of the above.
8. **Type of Event:** Select one of the three categories listed (NAU Student, NAU Faculty/Staff, or Non-NAU).
9. **Department, Organization, or Group:** Enter the name of your group, department, etc.
10. **Estimated Attendance:** How many people you expect to attend.
11. **Location:** Scroll through the list to find your building. If your building is not listed, select “other.”
12. **Room or Space:** Enter room number or other specific location if it applies.
13. **Event Date(s) and Times:** Enter your event date, start time and end time. Notice the format requires you to indicate “AM” or “PM.” If you have multiple dates for your event you will need to add them individually. Select the “Add” button at the right of the screen to see the next line.
14. **List of Food/Beverages:** Select the “Add” button directly to the right of the screen to enter your first food/beverage item. If you have multiple food/beverage items you will need to add them individually by selecting the “Add” button each time.
15. **Source of Food:** Indicate where you will be buying the food. If you select “Catered/Prepared Food” or “Both” you will be prompted to contact the CSA department for further information regarding NAU insurance requirements.
16. **Conditions:** Place a check mark by each item.
17. **Enter comments** if desired.
18. Click on the “**Submit**” button. This will save your request and start the approval process.

If you get an “error” notification, go back and check that all required information has been entered. Click “**Submit**” button again.

If additional information is needed you will be contacted. Otherwise, you will be notified within 5 business days indicating whether your request is approved or denied.

If you need additional help with this process please contact Lisa Hoshor at 523-2764.