



NORTHERN ARIZONA UNIVERSITY

Food Service Waiver Policy

Northern Arizona University has a multi-year contract granting exclusive rights for food service on the Flagstaff Campus to Sodexo International through Campus Dining. The terms of this contract are strictly enforced, not only for the purpose of legal fulfillment, but also to protect persons attending events on our campus from illness caused by improperly prepared or stored food. This contract severely limits the liability accepted by the University, the State of Arizona, and the entity sponsoring an event.

There are circumstances when using Campus Dining is not possible. The most common reasons include the following:

- A specialty item is needed for religious, allergy, or diet reasons;
- Quantity does not meet minimum requirement;
- Campus Dining is closed for the holidays/summer.

Therefore, the following policies allow student clubs and organizations, and university departments, to request a Food Service Waiver. ***Please be advised the Food Service Waiver form must be submitted at least 5 business days prior to the event.***

Food Service Waiver Policies:

- ***The food is not available from Campus Dining;***
- ***The food to be served is individually pre-packaged and sealed;***
- ***The food to be served is NOT prepared at home;***
- ***There is no charge to attend the event;***
- ***The food will not be sold to participants;***
- ***Items must be purchased from an insured food manufacturer, supermarket or vendor.***

If your request meets the above criteria, please complete a Food Service Waiver Request

If your event does not meet the above criteria, please contact NAU Campus Dining at 523-3975 to discuss and schedule your event.

Food Service Waiver Requests for non-pre-packaged foods will be considered on a case-by-case basis, but will require:

1. A Food Handler's Certification; for information visit [Coconino County Health Dept.](#)
2. Approved Certificate of Insurance for general and food liability from the off-campus vendor. For details: Property & Liability Insurance Services, 928-523-4557.
3. Approved Food Service Waiver Request.

The [NAU Catering Guide](#) offers a variety of menu options for special diets and competitive pricing – particularly from the “No Frills” and “Shoe String Market” options. The “No Frills” or “Shoestring” pick-up location is next to *The Garden Toss* in the University Union, and is open Monday-Friday 10AM-6PM.

For any additional questions, please contact Lisa.Hoshor@nau.edu.