

# FOOD SERVICE APPROVAL FORM

Food prepared and/or served in Student Affairs Facilities not provided by UNLV Catering (ARAMARK) may be permitted only after completing this form and receiving confirmation of approval by Student Union & Event Services.

**Form must be complete and turned in seven (7) days prior to event, turn form into Student Union & Event Services 702.895.1609 (fax), Mail Stop #2008, or SU 315 - 3rd floor Student Union.**

Reservation Number	Event Coordinator	
Name of Organization Making the Request		
Name of Event Requesting Food Service Approval for		
Event Date	Event Time	Event Location
Contact Person	Phone Number	
Email		

**Estimated Number of People Being Served:** \_\_\_\_\_

**Type of Service:** ☐ Food ☐ Beverage ☐ Food & Beverage

**Reason for Request (donation, discount, potluck, etc.):** \_\_\_\_\_

**Name and address of Person(s) or Establishment Supplying Food/Beverage:** \_\_\_\_\_

**Specific Food/Beverage/Menu Items:** \_\_\_\_\_

## Please Note:

**All Users are responsible for ensuring the appropriate clean-up of event space and removal of all trash is completed prior to vacating the event space. The University will charge user applicable cleaning fees.**

*For food and beverage prepared and/or served in a reserved space, food permits may be required in accordance with Nevada State Health Code.*

*Third-party food service providers utilizing the facilities under the responsibility of ARAMARK are required to meet guidelines as written in the University Food Service Contract and Student Union & Event Services Food Service & Catering policy.*

*If approval not granted, please state if you would like catering services or set up* \_\_\_\_\_

## For Office Use Only

☐ Waiver Granted ☐ Waiver Denied

\_\_\_\_\_  
UNLV Student Union & Event Services Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UNLV Catering Signature  
(if required)

\_\_\_\_\_  
Date

**UNLV Student Union & Event Services | UNLV Catering**

**T** 702.895.4449 **F** 702.895.1609

**W** [eventservices.unlv.edu](http://eventservices.unlv.edu) **E** [eventservices@unlv.edu](mailto:eventservices@unlv.edu)



**UNLV**  
*Catering*