

HOWARD UNIVERSITY

Dining Services Catering Waiver Request Policies and Guidelines

Howard University (HU) has a contractual agreement with Sodexo Management, Inc. (Sodexo) which grants Sodexo the exclusive right to conduct the Dining Services at HU.

In exceptional circumstances the University's Contract Administrator may authorize a department, office, or other campus organization or unit to order catering services from other than Sodexo. Exceptional circumstances will be deemed to exist if:

- (A) The customer is ordering specially prepared ethnic or international cuisine that is not commonly provided by Sodexo, but that is available from sources that specialize in such cuisine; or
- (B) Sodexo gives timely notice to the Client's Contract Administrator that Sodexo is not capable of providing the request catering services when scheduled by the customer

A HU Catering Waiver Request Form for these exceptions should be submitted to Stephanie Woodfork, Contract Administrator, Office of Auxiliary Enterprises. You can obtain this form from the Sodexo Catering Office or at www.howard.edu/dining.

HOWARD UNIVERSITY

CATERING WAIVER REQUEST FORM

SEE PAGE 3 FOR WAIVER REQUEST PROCEDURES

IMPORTANT PLEASE NOTE: *The Caterer and/or the Event Contact, Organization are responsible to provide and dispense of its catered food, provide all necessary food related serving items (plates, cups, utensils, napkins, chaffing/warming dishes, condiments, ice), clean used facility and remove all waste product.*

Requests must be submitted a minimum of 14 days prior to the event for review and consideration to: **Stephanie Woodfork, Contract Administrator, Office of Auxiliary Enterprises**
Phone (202) 806-1024 ▪ Fax (202) 387-1372

Name of Event _____ Date of Event _____

Location of Event _____ Number of Attendees _____

Event Contact _____ Phone _____

Address _____

Email / Fax Number _____

Reason for Waiver Request _____

Food to be Served _____

Description and Purpose of Event _____

Name of Outside Caterer _____

Catering Office Authorized Signature _____ Date _____

For Office Use Only

Request Approved

Request Denied

Contract Administrator, Auxiliary Enterprises _____ Date _____

CATERING WAIVER REQUEST PROCEDURES

IMPORTANT PLEASE NOTE: The catering waiver request form must be submitted to the Office of Auxiliary Enterprises a minimum of 14 days prior to the event date.

Howard University (HU) has a contractual agreement with Sodexho Management, Inc. (Sodexho) to manage and operate its food service. The contract includes exclusive rights for Sodexho to provide catering services at HU.

STEP 1. Sodexho Catering Office
Blackburn Center ▪ (202) 865-0217

You must contact the Sodexho Catering Office to discuss your menu and pricing options.

If the Sodexho Catering Office is not able to accommodate your food request due to the exceptional circumstances stated in the Catering Waiver Request Policies and Guidelines, you can then submit a Catering Waiver Request form.

STEP 2. Catering Waiver Request Form

You can obtain a Catering Waiver Request form from the Catering Office or on-line at www.howard.edu/dining. You must complete the Catering Waiver Request Form and obtain an authorized signature from the Catering Office to proceed with the catering waiver process to the Office of Auxiliary Enterprises.

IMPORTANT PLEASE NOTE: *The Caterer and/or the Event Contact, Organization are responsible to provide and dispense of its catered food, provide all necessary food related serving items (plates, cups, utensils, napkins, chaffing/warming dishes, condiments, ice), clean used facility and remove all waste product.*

STEP 3. Auxiliary Enterprises
Dining Services Contract Administrator ▪ Phone (202) 806-1024 ▪ Fax (202) 387-1372

You must fax your completed Catering Waiver Request form to Auxiliary Enterprises for review and consideration. Auxiliary Enterprises will notify you within 48 business hours of its decision. They will forward your approved/not approved catering waiver request form to the Central Scheduling & Information Office in Blackburn Center.

STEP 4. Materials Management Department
(202) 806-1300

If your catering waiver request **has been approved, you must contact the Materials Management Department.** All off-campus caterers must be certified through the Materials Management Department so as to provide catering service on the University's campuses.