



FOOD SERVICES CATERING EXEMPTION REQUEST

Joliet Junior College’s Food Services Department is the exclusive food provider for events held at Joliet Junior College. Joliet Junior College holds the Food Service Operation License issued by the State of Illinois Department of Health. Internal and external customers must coordinate all food and beverage provisions with Joliet Junior College’s Food Services Department. JJC’s Food Service Department has the right of first refusal for all catering needs.

This request for an exemption to the college catering procedure must be submitted to the Food Services Manager a minimum of 14 days prior to the event date. Requests will be reviewed and returned. Please note that pricing is not the sole criteria for approving an exemption request. Requesting an exception is not a guarantee the exemption will be granted.

Today’s Date: _____ **Department/Organization:** _____

Event Date/Time: _____ **Contact Person:** _____

Event Name: _____ **Contact Phone/Fax:** _____

Event Location: _____ **Contact Email:** _____

Number of Attendees: _____ **Dean/Director Signature:** _____

Check the reason for submitting this exemption request:

- Procuring food and/or beverages from an outside food provider or caterer
- Pot luck/Carry-in activity utilizing one of the college’s multi-use facilities/areas
- Food and beverages needed to supplement an activity
- Donated food and/or beverages for an on-campus event from a licensed food provider

Justification for requesting an exemption:

Name of Outside Food Provider or Caterer: _____

Address and Phone Number: _____

If an exemption is granted, the contact person must submit copies of the caterer’s food license, most current health department inspection and certificate of \$1 million liability coverage to the Food Services Office seven (7) days prior to the event.

Exemption Approved

Exemption Denied/Reason:

Authorized Signature: _____ **Date:** _____