

# FOOD WAIVER FORM

Montclair State University's Dining Services Unit is charged with the following responsibilities:

1. To protect the health and safety of everyone who consumes food and beverages on University property.
2. To ensure that everyone adheres to local Health Department standards when preparing food for others consumption.

With the rising increase of food allergies among the U.S. consumer population, it has become more imperative that health protection guidelines are adhered to. To that end, we all must be mindful of who is preparing food, where food is prepared, and the conditions as to how the food is consumed. This is why our University has a contract with the food service provider, Chartwells.

Sourcing through a single food vendor, like Chartwells, mitigates food related issues. Chartwells has the tools in place to track the ingredients (farm to table) and food handling processes (processing plant, trucking, prep, final cooking and presentation stages). These tracking and reporting tools are vital in situations of food related outbreaks or illnesses, and are used extensively by local and State Health Officials.

While Chartwells' Catering Services Department is the only approved catering service to provide food and beverages to the campus community, there are certain situations where University sanctioned groups are granted exceptions to the University's Food Policy.

This is where the Food Waiver Form comes into play. Dining Services manages the food waivers for these University sanctioned groups to ensure that they are aware of up to date food safety guidelines, have the proper documentation when using outside caterers/restaurants, and are following the protocol set forth by the University when it comes to food-related events on campus. These waivers are freely granted to Montclair State University student groups, assuming the proper assurances and documents are provided in advance of the event.

The online [Food Waiver Form](#) is what you will need to fill out for each and every event your organization may have that will involve outside food on campus. Anything that you will have at your event that can be consumed (food, beverage, candy, etc.) should have a food waiver form submitted to permit it. A food waiver form should be submitted at least 7-10 days prior to your scheduled event to ensure all of the proper information is received prior to your event taking place. You can always find a link to the Food Waiver Form on [dineoncampus.com/Montclair](http://dineoncampus.com/Montclair) under the Catering tab.

This form does not guarantee approval of your event - only confirmation of exceptions to the University's Food Policy. All events should be submitted via Hawksync ( <https://orgsync.com/login/montclair-state-university> ) BEFORE filling out a Food Waiver Form online. The next page will go into some detail about the University's Food Policy and the documents required for outside caterers/restaurants.

# UNIVERSITY FOOD POLICY

Outside food is defined as food dishes that were prepared (ingredients combined, cooked, packaged) and transported to campus by individuals other than Montclair State University's Dining Services contractor Chartwells. Individuals are always permitted to bring food to campus for their own personal consumption.

There are three situations where outside food may be permitted on campus for group consumption. These situations would be a Bake Sale, a Potluck, or a Cultural/Religious Event.

When seeking Food Waivers for Bake Sales or Potluck events, the request is simply to confirm that your event is truly one of these types of events; and that you acknowledge that special care will be used in the preparation and handling of the food. If you are submitting your event as a Cultural/Religious/Other event, you will need to have first confirmed with the University Catering Services Department that they cannot fulfill your food request. Only after confirmation is given from the Catering Services Department can a food waiver be filled out under the Cultural/Religious/Other category.

If your event is being provided food through an off-campus caterer or restaurant, specific legal documents need to accompany your Food Waiver request that will be explained in the next section.

## DINING POLICIES TO KEEP IN MIND:

- Chartwells is the University's sole approved food supplier/caterer on campus. Contractually, they have the "right of first refusal" on all proposed catering events on-campus at Montclair State University.
- Alcohol is never permitted at any event, unless authorized, purchased and served through the University's Catering Office.
- Montclair State University is a Coca-Cola branded campus, which means that all beverages present at any sanctioned, on-campus, catered event are required to be from the Coca-Cola family of products.
- Outside food is prohibited inside areas of the campus managed by Dining Services during their hours of operation. These areas include the University Hall Café, the Venture Café, the Blanton Atrium, Café Diem, the Rathskeller (2Mato & Chop'd side), and the Student Center Dining Room. Outside food is never permitted in the University Hall Conference Center, the Mobile Food Truck outdoor picnic area, Sam's Place, Freeman Dining Hall, or the Red Hawk Diner.
- If having both your own food at an event as well as food from the campus Catering Department, there should be a clear distinction at your event between which foods came from where (signage, separate table, etc.).

## USING OUTSIDE CATERERS:

Chartwells', our campus food service provider, has the "right of first refusal" on all catered events held on University property. Only when Chartwells' is presented with the specifics of the event; and through their (Chartwell's) determination, cannot fulfill the menu, then a Food Waiver submission for the event will be considered by Dining Services.

When using an outside caterer for your event, there are a few very important forms that need to be included with your food waiver request. Make sure to give yourself plenty of time before your event for these documents to be reviewed. These documents are as follows:

1. Copy of the menu for your event
2. Copy of the caterer's current Health Department Certificate
3. Copy of the caterer's Liability Insurance naming Montclair State University, the State of New Jersey, and NJ Educational Facilities Authority as additional insureds for a minimum of \$1,000,000 coverage
4. Copy of the caterer's current Operator's License indicating they are approved to operate in New Jersey; and is licensed to provide off-site catering services.

A food waiver using an outside caterer can only be given after full evaluation of the above forms by a Dining Services representative. Examples of each of these forms are shown below.

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EXAMPLE OF HEALTH DEPARTMENT CERTIFICATE:

<b>PATERSON DIVISION OF HEALTH</b> PATERSON, NEW JERSEY <b>FOOD ESTABLISHMENT INSPECTION REPORT</b>		
Name of Establishment _____		Address _____
<b>SATISFACTORY</b> DETAILED SUPPORTING DATA SHEETS ARE AVAILABLE UPON REQUEST ON THESE PREMISES AND AT THE PATERSON DIVISION OF HEALTH.		
PATERSON DIVISION OF HEALTH 176 BROADWAY PATERSON, NEW JERSEY 07505 TELEPHONE: 973-321-1277, Ext. 2756	NAME OF INSPECTING OFFICIAL (Print)	DATE
	SIGNATURE OF INSPECTING OFFICIAL	PERMANENT REG. NO.
<small>NOTE: In accordance with the State Sanitary Code, this report shall be posted in a conspicuous place near the public entrance of the establishment. Specific references in the Detail Data Sheets are to Chapter 24 of the State Sanitary Code, and/or Title 24, N.J.S.A.</small>		
EH - 28A		

**EXAMPLE OF LIABILITY INSURANCE:**

CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
<b>PRODUCER</b> _____ _____ _____			<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____			
			<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
<b>INSURED</b>			<b>INSURER A:</b> _____ <b>INSURER B:</b> _____ <b>INSURER C:</b> _____ <b>INSURER D:</b> _____ <b>INSURER E:</b> _____ <b>INSURER F:</b> _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
NSR LTR	TYPE OF INSURANCE	ADDL SUBR NSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: _____	X				EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>15,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> _____ \$ _____ _____ \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accidnt) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ _____ \$ _____
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$: _____	X				EACH OCCURRENCE \$ <b>3,000,000</b> AGGREGATE \$ <b>3,000,000</b> _____ \$ _____
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACCORD 101, Additional Remarks Schedule, may be attached if more space is required) <b>Event: Student Government Association Family Day 2019 - 10/25/19 12:00 to 3:00pm in the Student Center Room 411-419</b> <b>Montclair State University, the State of New Jersey and the NJ Educational Facilities Authority is included as Additional Insured (except workers comp) as required by written contract entered into by the named Insured, in accordance with all terms, conditions and limitations of the policy and then only with respect to liability caused by the negligent acts or omissions of the named Insured, and then only with the respects to this contract.</b>						
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>			
Montclair State University 1 Normal Avenue Montclair, NJ 07043			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE _____			

**EXAMPLE OF OPERATOR'S LICENSE:**

**CITY OF PATERSON**  
**DIVISION OF HEALTH**  
**FOOD AND DRUG LICENSE**

*City of Paterson*  
  
*New Jersey*

DATE OF ISSUE: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

LICENSE is hereby granted to: \_\_\_\_\_

Address: \_\_\_\_\_ Type of Business: RESTAURANT

License Type	License #	Fee	Exp. Date

This License expires December 31st, of the above year and is valid only for the premises listed below.  
This License MUST be renewed by January 31st of the following year or late fees will apply and court action will be taken.  
This License is not transferable to any person and has been issued for the sole purpose listed.  
This License may be suspended or revoked by the Division of Health for cause.  
This License must be exhibited in full view on the premises.  
Number of seats is to be used for the sole purpose of determining the Retail Food License fees and not to be used for determining occupancy load.

This License is not valid without the City of Paterson seal.



\_\_\_\_\_  
Chief REHS Inspector

# DETERMINING WHICH FOOD POLICY EXCEPTION MATCHES YOUR EVENT

It is important to note that the University maintains a "nut-free" environment in the majority of its food venues. In those venues where nuts are present, the item is either packaged and/or clearly labeled as "containing nuts". Keep this in mind, when considering items you want to include at your events that may contain nuts.

## 1. FOOD SALE

Foods not requiring on-premises cooking, refrigeration or heating may be sold on campus for Student Government and University approved student clubs and associations. This is the only exception where money should be exchanged.

Bake Sales are restricted to certain campus locations. These locations are determined by each individual building - it is solely up to the department residing in the building or building manager to determine if Bake Sales are permitted in their locations and currently there are only two locations - Dickson Hall 1st floor lobby and University Hall 1st floor Lobby.

When submitting your Food Waiver for a Food Sale, you simply list the food items being sold and where they were purchased from (which store they were purchased from AND store location - i.e. "ShopRite of Clifton").

If these food items are being made by members of your group, list each item to be offered at your event as well as all of the ingredients used and where the ingredients came from (i.e. Brownies = eggs, butter, granulated sugar, vanilla extract, milk chocolate chips, flour, unsweetened cocoa powder all from ShopRite of Clifton).

**ALL FOOD ITEMS SHOULD BE CLEARLY LABELED WITH THEIR INGREDIENTS LISTED AT YOUR FOOD SALE.**

## 2. POTLUCK

This is a restricted event where homemade or takeout food is prepared off-campus and the food is then consumed among your Montclair State group members only. Food at this event should not be distributed to the campus community.

Potluck socials are usually a small intimate event attended by people of like interests and no outside guests are permitted (outside guests would be considered as those who are not members of the group, club, or organization hosting the event).

When submitting your Food Waiver for a Potluck Social, simply list the food items to be consumed at the event.

\*According to SGA policy, Potluck events are not applicable to SGA organizations. If you are part of the SGA, please do not submit any event under this category.

### 3. RELIGIOUS AND/OR OTHER EVENTS

Cultural or religious events are usually events where the food requires distinct and unique preparation due to cultural or religious reasons that University Catering Department cannot fulfill OR the Montclair State University Catering Department cannot meet the specific needs of your group.

If you believe your event does not fall under the other two categories, you can submit it as an "other" event.

Please keep in mind that submitting under this category requires you contact University Catering PRIOR to filling out this form, you will need to submit your request through Chartwells' on-campus catering at [catering@montclair.edu](mailto:catering@montclair.edu). If the University Catering Department cannot fulfill your request, only then can a Food Waiver Form be submitted under this category.

If you are handing out food to the campus community and will be making the food yourselves, we need to know the ingredients you have used in each food item.

If you are going to be purchasing the food or using an outside caterer, please provide us with a list of food that will be present and where it was purchased\*.

\*Using an outside caterer or restaurant means you will also need to provide a copy of their operator's license, health department certificate and liability insurance that shows Montclair State University, the State of NJ and NJ Educational Facilities Authority as additional insureds. More information about these required documents and examples of each can be found in the previous section of this form under "Using Outside Caterers".



# FOOD SAFETY

Food sickness occurs when something we eat gets us sick and that illness is directly tied back to what we ate. It can especially occur when food is not handled, cooked, or stored properly. Therefore it's important for anyone handling food follow some basic rules.

A copy of your completed food waiver form will be emailed to you - including the food safety tips below. **Please make sure to keep a copy of the food safety guidelines with you at your event.**



## WASH YOUR HANDS!

-Before you eat or prepare a meal, make sure to wash your hands with soap and warm water.

-Wear food safe disposable gloves when handling raw meats or when handling ready to eat food such as bread or cake.

-Change gloves between cooked and raw foods to prevent contaminating cooked foods.



## SANITIZE AND REDUCE GERMS!

-A good way to sanitize and reduce germs is to use a solution of 1 oz of bleach (unscented) to 1 quart of cool water in a clean bucket or container. This solution may also be used to wipe up spills and sanitize utensils.

-Change the solution if it gets dirty with food particles.



## DOUBLE-CHECK EXPIRATION DATES!

-Avoid using foods that have outlived their expiration date. Check the dates on all your food purchases. If it smells bad...it usually is bad. When in doubt, throw it out!



## WASH FRUITS AND VEGETABLES!

-Wash all fruit and vegetables to remove any seen or unseen particles/insects.

-The same holds true for salads. When preparing a salad, it's important that you wash the greens and any other fruits or vegetables that will be going into that salad mix. Even pre-washed salad greens need washing! These items should be washed once you open the package.

-Keep greens, cut fruits and vegetables cold - as they can also be a source of illness if not handled properly.



## USE TWO CUTTING BOARDS!

-It's always wise to keep at least two cutting boards in the kitchen. Use separate boards when prepping different ingredients like raw meats, poultry, sea-food, salad greens, veggies, fruit or breads.

-Cross-contaminated cutting boards create a prime environment for germs to thrive. Wash the board between different types of meat!

-Do not use the same utensils to handle meats, poultry and seafood!



## DEFROST FOODS IN THE FRIDGE!

-When defrosting food to cook later...defrost it in the refrigerator.

-Do not keep raw foods on the counter top or in the sink.

-Frozen foods are to be defrosted slowly in cool environments.

-If using a microwave to defrost foods, cook the food immediately after defrosting.



## KEEP FOODS THAT ARE SUPPOSED TO BE COLD...COLD!

-Use ice packs or ice cubes to maintain a proper temperature for prepared foods.

-Transport all foods quickly in the proper containers. Insulated coolers with ice packs or ice work great. Never leave food sitting in the car!



## KEEP FOODS THAT ARE SUPPOSED TO BE SERVED HOT...HOT!

-Room temperature is not the right temperature. Gas/electric warmers or continuously heated water which creates steam are the proper methods to keeping pans of prepared foods hot.

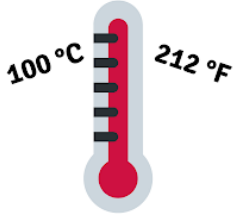
-Transport all foods quickly in the proper containers. Did you know you can still use an insulated cooler to keep foods hot when transporting? Just leave out the ice! Never leave food sitting in the car!

-Cook poultry and ground meats to an internal temperature of 165°F.



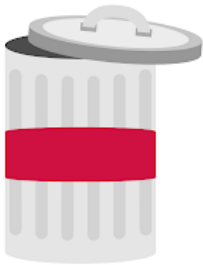
### **KEEP FOOD COVERED!**

-Cover food at all times (to keep insects, germs and foreign objects from landing on exposed food).



### **BRING SAUCES TO A BOIL!**

-When reheating sauces, gravies and soups bring them to a boil before serving.



### **DISPOSE OF OR REFRIGERATE LEFTOVERS!**

-Dispose of ,or refrigerate all leftovers soon after finishing eating. Do not leave foods at room temperature for more than one hour.

-Try putting out small portions and replenish, instead of one large portion.

PLEASE READ THIS SECTION CAREFULLY!

- All event organizers assume responsibility that all food will be properly prepped, stored, served and disposed of in accordance with local Department of Health Code standards. Violations will be incumbent on the caterer and/or event organizer.
- All event organizers are responsible to uphold the food safety listed above.
- If approved, in no instance shall this food waiver excuse organizers from the prep and clean-up before and after the event.
- Alcohol is never permitted at any event, unless authorized, purchased and served through the University's Catering Office.
- Additionally, no University equipment or kitchen facilities can be used in support of this event.
- For every event that a campus organization is holding involving food, a completed food waiver form is required.

## HAVE QUESTIONS?

If you're unsure about filling out the Food Waiver Form, feel free to reach out to our office with your questions. We would be happy to help walk you through the process and answer any and all inquiries you might have! We can be reached directly at 973-655-3375 or [MSUdiningser@montclair.edu](mailto:MSUdiningser@montclair.edu).