

Food Policy Exemption Request

LBJ STUDENT CENTER

All events and meetings requesting exemption to the policy must submit this form to both LBJSC Event Services and Chartwells at the following email addresses:

chartwellscatering@txstate.edu

LBJSCreservations@txstate.edu

Event Name: _____

Name of Sponsoring Group: _____

Event Date: _____ Location (room): _____

Food Items to Be Served: _____

Food Source/Name of Caterer: _____

Number of People Served: _____

Pick-up

Delivery

Catered

Contact Name: _____ Phone#: _____ Email: _____

Reason for exemption request:

Office Use Only:

Request Approved

Request Not Approved

Chartwells Representative: _____ Date: _____

LBJSC Director: _____ Date: _____