



Donations Request Form

This form is to be completed by the sponsoring student organization or department of DePaul University.

DePaul Catering is the exclusive catering service provider for DePaul University. Any events held on the Loop and Lincoln Park Campus of DePaul University requires the use of DePaul Catering. Food donations from outside companies to be used on campus must be submitted for approval and may or may not be approved. Due to health/safety issues relating to the preparation, cooking, storing and transportation of food, we require you submit this form for review and approval. By completing all sections of this form, DePaul University can better determine what food donations should be allowed.

It is important that you complete ALL sections of this form and submit it to the Student Center Administration Office, Suite 303, at the Lincoln Park Student Center, at least one week prior to your event.

Date form is being submitted: ____/____/____

Sponsor and Event Details

1. Name of organization or department: _____

2. Your e-mail address: _____

3. **Please check one:**

- University Department *Name of Dept:* _____
- University recognized Student Organization *Name of Org:* _____

4. Name of Event: _____

5. Date & Day of Event: _____

6. Location of Event: _____

7. Purpose of Event: _____

8. Person responsible for the set up and clean up of your event: _____

9. This person's contact info (phone/email): _____

10. Have you contacted DePaul Catering to discuss the possibilities of their donating the food you need for your event? Yes No

Donation Details

1. Please provide detailed information on the type of food/beverages being donated:

2. Please offer information how the food is being prepared, stored and handled including the heating/cooking methods being used:

3. Name of Business donating food:

Please note that a "Donation of Food/Beverage Service" form must be completed by the donating organization and sent to the Student Centers Administration, Suite 303, of the Lincoln Park Student Center no later than one week prior to the event.

For office use only

Approved: Not Approved:

Student Centers Signature: _____ Date ____/____/____

Chartwell's acknowledgement: _____ Date ____/____/____