



# Request for Catering Policy Exemption

Complete this form when you are requesting exemption from using Everett Community College's contracted food service provider CDX/Parks Cafe & Grill. This form is to be filled out **only after** CDX/Parks Cafe & Grill has had an opportunity to offer services on your event. Please complete, then email form to [bbabich@everettcc.edu](mailto:bbabich@everettcc.edu) at least **two weeks prior** to your event.

Please refer to information on second page of this form for more instructions.

**\*\*This form is based on WAC 246-215 and the Rules and Regulations of the State Board of Health for Food Service\*\***

## To be filled out by department hosting food event

Name of organization or department \_\_\_\_\_ Event name \_\_\_\_\_

Person responsible \_\_\_\_\_ Phone \_\_\_\_\_

Event location \_\_\_\_\_

(attach additional sheets/itinerary if necessary)

### Please select option

Event dates	Event start times	Event end times
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of people expected \_\_\_\_\_ Cost allowance for food \_\_\_\_\_

Reason for exemption \_\_\_\_\_

\_\_\_\_\_

(attach additional sheets if necessary)

CDX/Parks Cafe & Grill catering declined service:  Yes  No

**CDX/Parks Cafe & Grill Manager Signature** \_\_\_\_\_

Reason for declining service \_\_\_\_\_

### Alternate Food Service

Are you using an alternate licensed caterer?  Yes  No

Name of alternate licensed catering establishment \_\_\_\_\_

Signature of responsible party \_\_\_\_\_ Date \_\_\_\_\_

Email of responsible party (REQUIRED – please print clearly) \_\_\_\_\_

Signature of Dean / VP \_\_\_\_\_ Date \_\_\_\_\_

### Office use only – below this section

**Please select option:**  Request approved  Request declined

Signature of Executive Assistant or V.P. of College Services \_\_\_\_\_ Date \_\_\_\_\_

## Food Service Information Sheet

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1. A **Coffee/Light Refreshment / Meals with Meeting form** must be filled out prior to making any expenditure for food or light refreshments.

Submit Coffee/Light Refreshment/Meals with Meeting forms to EvCC's **Budget and Accounting Services**.

2. **Everett Community College and CDX/Parks Cafe & Grill have established a contract giving First Right of Refusal to CDX/Parks Cafe & Grill. This means they will be given first option** to provide all food and beverages on campus. This includes EvCC departments and outside organizations using campus facilities.

3. If CDX/Parks Cafe & Grill declines service and an organization, club, or department wishes to prepare and serve food or beverages on site, to students or the public, they must comply with Snohomish Health District guidelines for temporary food events and be prepared to show proof of the following:

- a. Temporary Food Service Permit
- b. Food Handlers Permits for each employee or designee that will handle/serve food.

The guidelines for food service are in place to protect students and guests from food-borne illness, and to protect the college and event sponsors from lawsuits associated with food borne illness.

### Catering questions

CDX/Parks Cafe & Grill

Managed by: Maggie de Leon

Email: [mdeleon@everettcc.edu](mailto:mdeleon@everettcc.edu)

Phone: 425-388-9400

### Snohomish Health District - Food Section

3020 Rucker Ave. Suite 104

Everett, WA 98201

Phone: 425-339-5250

Website: [www.snoid.org](http://www.snoid.org)

### Budget and Accounting Services

Jenny Brashear

Office: 425-388-9256

### Event Planning and Preparation questions

Conference Services

Email: [conferenceservices@everettcc.edu](mailto:conferenceservices@everettcc.edu)

Office: 425-388-9315