

KALAMAZOO VALLEY COMMUNITY COLLEGE FOOD PROVIDER APPLICATION

Thank you for your interest in becoming an approved food provider for Kalamazoo Valley Community College. This list is established for event food safety purposes and is managed by Kalamazoo Valley's Event Services.

The college's food provider list and new applicants to the list will be reviewed annually. Any food provider wishing to apply to be considered for next year's list (beginning Dec. 1) should, between Nov. 26 and Dec. 19, email the completed Food Provider Application with the required documentation to Event Services at eventscheduling@kvcc.edu.

The following documents must be sent along with this application to be considered. An incomplete application will not be reviewed. The required documents include:

- Certificate of Insurance (COI) with a minimum of \$1,000,000 in general liability limit
- State of Michigan Food Establishment or Service License

Name of Organization/Provider:

Is the provider a paid employee of the college? **Yes** **No**

Site Address*:

City:

State:

Zip:

*If you would like additional sites for the organization considered on the application, please include location and contact information for other sites below in the "Additional Sites" section. Required documentation must reference all sites.

Phone Number:

Website url:

Additional Sites (as applicable):

Provisions:

- Approved providers shall not use the name or logo of Kalamazoo Valley in any publicity, advertisement, or endorsement or as a business reference without prior written approval of the College.
- Alcohol services are not permitted by any approved food providers at on campus events.
- Approved status shall not be construed as endorsement by the College of Provider's goods or services. Approved status is not exclusive.
- All Kalamazoo Valley campuses are completely smoke and tobacco free both inside and out. All tobacco products, including e-cigarettes, are prohibited. All illegal substances are prohibited. As a recipient of federal funding for financial aid and federal grants, Kalamazoo Valley must follow the federal Controlled Substances Act. Federal law and college policy prohibit marijuana, among other substances, in all forms on campus.
- Providers may not impede traffic, obstruct vehicular or pedestrian traffic.

By submitting this application, Provider hereby attests that you have read, understand, and agree to comply with the Kalamazoo Valley Community College Food and Beverage Service Procedures as well as the provisions in this application. Furthermore, you understand that Kalamazoo Valley has sole discretion to approve or reject food providers, to limit the number of approved providers, and to terminate providers from the approved list. You agree to comply with the Kalamazoo Valley Community College Food and Beverage Service Procedures and understand that failure to follow the Food and Beverage Service Procedures may result in removal from the list of caterers approved to operate at Kalamazoo Valley.

Individual submitting form (for use in follow up):

Date:

Phone:

Email:

Submit this form by emailing it along with the required documents to eventscheduling@kvcc.edu