

N O R T H W E S T E R N U N I V E R S I T Y

F O O D S E R V I C E S

Parkes Hall, Room 132

1870 Sheridan Road

Evanston, Illinois

Phone: 847/491-2020

Fax: 847/467-2225

Email: food@northwestern.edu

SOLICITATION PERMIT

One solicitation permit is required for each food service lobby.

Name: _____ Phone: _____

Address: _____

The individual named above is a registered student or employee of Northwestern University who represents the following student organization or department: _____

This individual has permission to solicit the following business or activity outside of the dining area:

Building where individual may solicit: _____

Date/s: _____ Time: _____

This individual may solicit for the same enterprise described above in a University living unit or building only if they have the approval and signature of the person authorized to grant permission for a specific building (RHC). By signing this permit, the student or Northwestern employee agrees to abide by the conditions described to them by the building officer. Additionally:

- 1) Due to Health Department regulations, no food or drink may sold or distributed;
- 2) A student representative of the organization or permit holder must be present throughout the solicitation. This includes any set-up and clean-up of equipment, tables, chairs, etc;
- 3) Only one solicitation is permitted per building, per day;
- 4) Solicitation approval may be given for a maximum period of 7 days, per event, per academic quarter.
- 5) Commercial or political advertisements are prohibited.

Permit Holder

Building Officer (RHC signature)

The above signatures are required prior to the Food Service Operations Department approval.

N O R T H W E S T E R N U N I V E R S I T Y

F O O D S E R V I C E S

Parkes Hall, Room 132

1870 Sheridan Road

Evanston, Illinois

Phone: 847/491-2020

Fax: 847/467-2225

Email: food@northwestern.edu

THIS FORM MUST BE COMPLETED AND RETURNED TO THE FOOD SERVICE OPERATIONS OFFICE, SCOTT HALL, SUITE 1, 601 UNIVERSITY PLACE. NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT.

In granting this permission, Northwestern University:

- 1) Understands all arrangements are to be made between the student or Northwestern employee and the purchaser;
- 2) Is not represented by the licensee;
- 3) Does not endorse or guarantee the product or services;
- 4) Assumes no direct liability for the product or services or for the safety of the student/employee or her/his product;
- 5) Exacts no fees;
- 6) Reserves the right of review and/or revocation for any reason;
- 7) Requires the student Northwestern employee to carry this permit on his/her person while engaging in the described enterprise and to surrender it for examination upon request by any member of the University community;
- 8) Permits no door-to-door solicitation within University living units or buildings;
- 9) Prohibits any vending on University property.

Assistant Director of Food Service Operations

Approval Date