

**Santa Clara University  
Request of Cultural Program Food Service Event  
Use of Benson Kitchen**

This form is to be used when a student organization is using the Benson kitchen to prepare food and drink for a cultural event. The student organization must be one of the registered student organizations (RSOs) within the Multicultural Center or the Multicultural Center itself.

**Request Submission Deadline:**

- The request is to be submitted no later than 20 business days prior to the event.
- Submissions are to be done electronically to Auxiliary Services at: [auxiliaryservices@scu.edu](mailto:auxiliaryservices@scu.edu).
- Auxiliary Services will respond to the submitting student organization within 5 business days of receipt of this form.

**Requirement:**

- All food preparers are required to attend a food handling/preparation training offered by University Dining Services prior to the event.
- Training is provided by University Dining Services staff. Please contact University Dining Services directly ([Harvey.Smith@cafebonappetit.com](mailto:Harvey.Smith@cafebonappetit.com), 408-554-5411) to schedule training.
- If using the Benson kitchen for food preparation, please contact University Dining Services to confirm availability before completing this form.
- All University Dining Services policies and guidelines otherwise apply.
- An approved exception applies only for the event and student organization listed on this form.

**Restrictions:**

- No person or entity may individually provide alcoholic beverage; any event where alcoholic beverages are provided and served must be done so by University Dining Services.
- Prepared food and drink for this event cannot be sold for profit or donation purposes.

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Today's Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Name of Student Submitting This Form: \_\_\_\_\_

Student's Email Address & Phone Number: \_\_\_\_\_

Name of Registered Student Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location(s): \_\_\_\_\_

List the names and email addresses for all food preparers. Everyone listed is required to attend the food handling/preparation training. Attach additional sheets of paper if needed.

What dates would you like to reserve the Benson kitchen for food preparation?

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How will hot food stay hot and cold food stay cold during storage, transportation, and service?

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**Submission Signatures**

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Requesting Student's Name Date

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Director, Center for Student Involvement Date

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Auxiliary Services/Dining Services Date