



Mississippi University for Women

A Tradition of Excellence for Women and Men

SODEXO DINING SERVICES RELEASE FORM FOR STUDENT ORGANIZATIONS

- Releases must be approved for any event on the campus of Mississippi University for Women with Food Service being provided by any vendor other than Sodexo by the Dining Services Director at least 3 Business Days before the event.
- A Release signed by The Sodexo Director of Dining Services must be submitted to the Resources Management before any sale of food by vendor other than Sodexo providing Food Service on the campus of Mississippi University for Women (excluding bake sales). A Release form must also be used for any outside vendors providing catering for an event.

Event Name: _____

Organization Requesting Release: _____

Reason for Event: _____

Date/Time of Event: _____

Location of Event: _____

Reason for Request for Release: _____

Approximate Cost of Event: _____

Signature of President or Vice President: _____

Organization Advisor Signature: _____

Director of Student Activities Signature: _____

Sodexo Dining Services Director Signature: _____