



Department of Environmental Health & Safety

# Application for Food Serving Permit

Permit must be submitted 5 business day prior to event

## SECTION I: EVENT INFORMATION (To be completed by the event coordinator)

Today's Date \_\_\_\_\_

University Organization/Group \_\_\_\_\_

Event Date \_\_\_\_\_

Name of Event Coordinator \_\_\_\_\_

Event Time \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Approved BBQ or Event Location\* \_\_\_\_\_

(\*see locations at <https://www.csuchico.edu/fres/assets/documents/grill-cook-info.pdf>)

Approved location where food will be prepared:  Farm Pavilion Kitchen  Other approved location: \_\_\_\_\_

Food to be served (including condiments) and how they will be served. (Describe in detail what and how food will be served; e.g., cooked, raw, sliced, whole, pieces, sandwiches, in paper cups, on paper plates, etc.)

\_\_\_\_\_

Method of storing perishable foods (if applicable) \_\_\_\_\_

Describe food serving stand (cart, counter, table) \_\_\_\_\_

List utensils to be used for preparing and/or serving food on campus (bowls, pitchers, cups, knives, etc.) \_\_\_\_\_

\_\_\_\_\_

If heating or cooking food outdoors on campus, choose one of the following:

Charcoal: Requires hose and quill for fire suppression purposes. Non-potable water (ground water) cannot be used for drinking water. Any coals remaining after cooking cannot be disposed of on campus.

Propane: Requires an ABC Fire Extinguisher. Questions on how to operate a fire extinguisher please contact EHS at 898-5126.

Trailer BBQ: Approval of appropriate insurance requirements must be met.

If heating or cooking food outdoors, you must reserve a portable hand washing station and fire extinguisher or hose/quill for the day of the event. Contact the Student Life and Leadership office in person at the BMU, room 220.

As the Event Coordinator I accept responsibility for this event. I understand it is my responsibility to inform any person who will be handling food of the guidelines set forth in the attached Health and Sanitation Requirements for Food Servers.

Signature: \_\_\_\_\_  
(Event Coordinator)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Tentative Approval (SLL or Facilities Reservations)

Date: \_\_\_\_\_

## SECTION II: FOOD SERVING PERMIT (Please contact EHS at 898-5126 for review of Permit)

Approved (unconditional)

Approved (conditional)

Denied

Conditions: \_\_\_\_\_

The above stated organization is hereby given permission to serve the items listed on this application on campus and must meet all applicable requirements as stated in the Health and Sanitation Requirements for Food Servers (attached.)

Food Serving Permit Approval \_\_\_\_\_  
(Environmental Health and Safety Representative)

Date: \_\_\_\_\_

## SECTION IV: EVENT APPROVAL (To be completed by CSU, Chico Staff)

1.) Event Approval \_\_\_\_\_  
(Student Life & Leadership Representative, Facilities Reservations)

Date: \_\_\_\_\_

**APPROVED PERMIT MUST BE PROMINENTLY DISPLAYED DURING EVENT**

(See next page for information on Health & Sanitation Requirements for Food Servers.)



## Health and Sanitation Requirements for Food Servers

Any group serving food on campus, that is made available to the general public, must secure a Food Serving Permit (except exempt categories listed below.) Food that is offered for consumption on campus must be prepared in a commercial facility. No food or beverage prepared in a private residence shall be served on campus unless they fall into the following exempt categories:

### EXEMPT CATEGORIES (Permit not required)

- Professionally catered food
- Any food or food product made and contained (canned, bottled, or packaged) by a licensed producer that is to be served in the original container and does not require temperature control
- Fruits washed before eating and served uncut in the natural form
- Popcorn, if made in a standard commercial popper
- Brownies, cookies, donuts, and unfilled cupcakes
- Coffee brewed in a commercial kitchen and served from a stainless steel or single-use container, tea, high-sugar cold beverages (e.g.: punch, lemonade), or soft drinks from commercial dispensers, that are served in single serving cups

### OUTDOOR-COOKING ON CAMPUS

Location of Cooking Equipment: Pre-approved equipment used to perform open or barbecue cooking shall be placed only at approved locations on concrete, asphalt, or dirt pads, walks, or roadways (as indicated on the map of pre-approved areas.) The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure or tree and must be more than 50 feet away from any building ventilation intake. An operational water hose connected to a water source must be available at all cooking sites where charcoal grills are used prior to the start of any cooking. When a propane grill is used an ABC fire extinguisher must be available.

Disposal of Coals: Any coals remaining after cooking shall be allowed to cool and shall be removed from campus by the event coordinator/sponsor. Ashes and/or charcoal shall not be dumped anywhere on the campus grounds or in any bushes, shrubs or planting area, along the creek bank, or in the creek.

### FOOD PREPARATION GUIDELINES

Groups and organizations preparing food to be served on campus must adhere to the following applicable standards:

1. Hand washing facility with running water shall be provided for food handlers. Hand washing detergent or soap and single-service sanitary towels shall be provided. No person shall begin or resume work after visiting the toilet without first washing his/her hands.
2. All multi-use utensils and other equipment used in connection with the preparation, service, and display of food, shall be made of nontoxic materials and so constructed, installed, and maintained as to be readily cleaned, and shall be kept clean and in good repair.
3. Where single-service eating and drinking utensils are used exclusively, no facilities for dishwashing shall be required.
4. If multi-use eating and drinking utensils are used, arrangements must be made with an approved facility for loan and washing of multi-use utensils.
5. Waste shall be removed and disposed of in a sanitary manner as frequently as necessary. Adjacent areas shall be kept clean and free of litter.
6. All readily perishable food or beverage which are intended to be held prior to processing, or are to be reused on the premises, shall be maintained at or below a temperature of 40° Fahrenheit. Similarly when food being maintained hot for serving, or while being served hot, shall be kept in devices which maintain the temperature of all portions of food above 140°.
7. All food handlers preparing, handling, or serving food shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, beverage, or utensils. All such food handlers shall wash their hands and arms with soap or detergent and warm water before commencing work.
8. Disposable gloves or serving utensils shall be used when preparing and serving Ready-to-Eat foods. Ready-to-Eat foods include already cooked foods, freshly cooked foods, fresh fruits & vegetables served raw or cooked, cold meats & sandwiches and bread items.
9. A portable hand washing station shall be set-up near the food serving area and be made available to cooks, servers, and customers.

I have read and understand the guidelines stated above. \_\_\_\_\_

(Event Coordinator Signature)

### PREVENTING FOODBORNE ILLNESS

- All foods obtained from a licensed retail food vendor shall be picked up just prior to the actual scheduled serving time. Early pick-ups are not allowed due to the potential of improper storage and handling.
- Don't accept any donated food from an unlicensed food vendor or caterer.
- To prevent potential tampering, never leave food unattended.
- Keep hands, clothing, and food preparation and serving areas clean at all times.

### TO REPORT A FOODBORNE ILLNESS CASE

Environmental Health and Safety @ 898-5126