



# CALIFORNIA STATE UNIVERSITY STANISLAUS

## Temporary Food Permit

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

This form **must** be completed *at least*  
**14 calendar days prior** to the event start date.

**Please submit to:**  
University Police Department  
Attn: Safety & Risk Management  
One University Circle  
Turlock, CA 95382  
Fax: (209) 667-3104: [risk@csustan.edu](mailto:risk@csustan.edu)

Please note the following:

- Applicants submitting information less than 14 calendar days prior to the event **may not receive a permit**.
- Any group serving food on campus, that is made available to the general public, must complete a Temporary Food Permit

EVENT DETAILS	
NAME OF EVENT/TITLE	
DATE OF EVENT	
LOCATION OF FOOD BOOTH	
TYPE OF EVENT	<input type="checkbox"/> FUNDRAISER <input type="checkbox"/> FREE TO THE PUBLIC <input type="checkbox"/> MEMBERS ONLY (CLUBS AND ORG'S) / PRIVATE EVENT
NAME OF CLUB / ORGANIZATION / DEPARTMENT	
NAME OF CAMPUS CONTACT PERSON / EVENT COORDINATOR	
CELL PHONE #	
OFFICE OR OTHER CONTACT #	
CONTACT PERSON E-MAIL	
WHERE ARE YOU GETTING THE FOOD FROM?	<input type="checkbox"/> CAMPUS DINING <input type="checkbox"/> OFF CAMPUS VENDOR (ie: Costco, Safeway, Chipotle, Red Robin)
IF OFF CAMPUS VENDER, LIST THE NAME & ADDRESS OF FACILITY	

I hereby make an application for a permit to conduct a temporary food facility(booth) in accordance with the laws, ordinances and regulations that are now or may hereafter be enforced by the State of California, or under jurisdiction of the Stanislaus County Department of Environmental Resources pertaining to the event described within this application.

I attest that the information in this application describes accurately how food will be distributed to the public.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### APPROVAL & WAIVER

*\*Signatures must be obtained in the order listed and prior to submitting to Safety & Risk Management\**

1. Campus Dining Manager	_____	Date _____
2. Dean of Students or Designee	_____	Date _____
3. Vice President of Business and Finance or Designee	_____	Date _____

#### OFFICE USE ONLY

SRM APPROVED:

Date:





# CSU STANISLAUS ENVIRONMENTAL HEALTH, SAFETY & EMERGENCY MANAGEMENT HEALTH AND SANITATION REQUIREMENTS FOR FOOD SERVERS

Any group serving food on campus, that is made available to the general public, must complete a Temporary Food Permit, which should accompany this information form.

## FOOD STAND/BOOTH

- Must be located in a pre-approved reserved space.
- Must be covered with overhead protection for all food preparation and storage areas.
- Must have separate food preparation and customer service areas; customers must not have access to food preparation area.

## OUTDOOR-COOKING ON CAMPUS

- Location of Cooking Equipment: Equipment used to perform open or barbecue cooking shall be placed only at approved and safe locations (not obstructing pathways).
- Grills or other approved cooking equipment must be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.
- 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. May be adjacent to food stand/booth.
- Pre-approved gas grills are allowed; charcoal grills are NOT PERMITTED on campus.
- An ABC fire extinguisher must be available, on-site at the event.
- Deep fat fryers, grills, etc. may require separate screened areas in accordance with fire codes.

## PREVENTING FOODBORNE ILLNESS

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

## TO REPORT A FOODBORNE ILLNESS CASE

Safety & Risk Management @ (209) 667 - 3035

University Police Department @ (209) 667 - 3114

## FOOD PREPARATION GUIDELINES

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

- FOOD PREPARED OR STORED AT HOME IS PROHIBITED
- Hand washing facility shall be nearby for food handlers and shall be equipped with hot and cold running water. 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.
- All multi-use utensils and other equipment used in connection with the preparation, service, and display of food, shall be kept clean and in good repair. Unwrapped foods must be served with tongs.
- Single-service eating and drinking utensils must be used for consumers.
- 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.
- All food must be protected from dust or other contamination, including condiments.
- Potentially hazardous food & beverage shall be maintained at or below a temperature of 45 degrees Fahrenheit or below. Hot foods must be maintained at 135 degrees Fahrenheit or above.
- 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.
- Smoking and the use of tobacco is prohibited inside food stand/booth.
- No animals are permitted inside food stand/booth.

## RESPONSIBILITY FOR FOOD SANITATION

The club advisor is responsible for the organization observing all rules of the Health and Sanitation program for the event serving food. I have read and understand the guidelines stated above.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signed Above

\_\_\_\_\_  
Contact Phone Number