



CALIFORNIA STATE UNIVERSITY, STANISLAUS

POLICE SERVICES AND RISK MANAGEMENT

DATE: July 1, 2010

SUBJECT: Temporary Food Permit Request Instructions

To ensure the health and safety of our campus community all groups on campus are expected to comply with the following regulations and guidelines. Food service on campus is regulated by the California Retail Food Code (CalCode), with guidance from the Stanislaus County Department of Environmental Resources (SCDER). Proper compliance with this process will assure liability coverage.

In compliance with 2009 California Retail Food Code (CalCode), temporary food service on university premises' must meet the following criteria:

1. The group must be a recognized CSU Stanislaus organization [§113842(b)].
2. The food must be given or sold at an approved community event [§113930].
3. No more than four (4) Temporary Food Permits may be granted annually [§114332.1].
4. All health and sanitation requirements for food servers must be followed [Chapter 10.5].
5. Submit a *Temporary Food Permit* to the UPD/SRM Office **at least 14 calendar days prior to the event date.**

The only exception to this regulation is "potlucks" shared between organization members. Potlucks are small events with food provided by and shared at the own personal risk of the participants. These events should be with organization members and invited guests ONLY. Food prepared or stored at home must NOT be served to the general campus public.

TEMPORARY FOOD PERMIT INSTRUCTIONS

1. **Reserve facilities and equipment** via the university online reservation.
2. **Complete the *Temporary Food Permit request form*** (available online: <http://web.csustan.edu/SAC/Pages/Forms.html>). The *Temporary Food Permit* paperwork is three (3) pages and includes: a description of the food plans, a waiver by Campus Dining Catering Coordinator, and agreement with the health and sanitation requirements for food servers.
3. Meet with the Campus Dining Catering Coordinator for:
 - a) Menu planning assistance
 - b) Optional serving and paper good supplies order
 - c) Optional food supply order
 - d) Obtain a signature for the Campus Dining Waiver on page 2 of the *Temporary Food Permit***
4. Once the Campus Dining Catering Coordinator has reviewed and signed the waiver portion of the *Temporary Food Permit*, and **at least 14 calendar days prior to the event date**, leave the forms at the UPD/SRM office. They will:
 - a) Review your permit request
 - b) Contact you with questions, instructions, and notification of approval/disapproval.
5. Student organizations must return all signed documents to the Warrior Activities Center to show completion of the *Temporary Food Permit* and confirm reservation of grill, canopy, tables etc.