

## **Food Permits**

### **Policy**

For all food policies, please visit the University of Minnesota Department of Environmental Health and Safety (DEHS) web site at <http://www.dehs.umn.edu>.

### **Process**

Whenever food is to be served at an event on-campus, a food permit must be completed and approved.

- Food permit must be filled out and submitted to the Student Activities Office
- Student Activities Office will seek approval from the DEHS on behalf of the Student Group(s).
- Student Groups are strongly encouraged to meet with an SAO Advisor to review the food permit and the overall event.

***OR***

- Group may submit the permit directly to DEHS.
- DEHS will return the approved/denied form to both the submitting group and the Student Activities office.

# University Food Permit

## **Permit for Serving Food or Refreshments on University Property in Association with Meetings, Social Gatherings and Special Events**

Authorization for serving food/beverage at:

**Please Print**

Coffman Union       St. Paul Student Center       West Bank Union       Other \_\_\_\_\_

Individual/Sponsoring Organization/Department		
Contact Person		
Applicants Name		
Address	City	State/Zip Code
Phone (home)	Phone (work)	Fax No.
Reservation Date	Reservation Time	Room

Caterer/Restaurant (source of food/beverage)		Phone
Address	City	State/Zip Code
Type of Food/Beverage Served:		

Arrangements for Refuse and Garbage:
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The applicant agrees that all information is correct and all food will come from the source(s) indicated. The applicant also agrees to provide all required equipment for maintaining proper food temperatures for serving of the food or beverage. Any individual or non-University of Minnesota applicant further agrees to defend, indemnify, and hold regents of the University of Minnesota and its officers, employees, and agents harmless from any claim or expense arising out of the food service.

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

When applicable, this permit must be reviewed with the University Environmental Hygiene Officer (Rm. W-140 Boynton Health Service, 626-3904, Fax 624-1949) or designated person at least five (5) business days before the event when using the University Food Service or a licensed commercial food service, or ten (10) business days when any other source of food/beverage or type of food service is engaged or dispensed.

Sanitation Instructions \_\_\_\_\_

Approved       Disapproved

\_\_\_\_\_  
Department of Environmental Health and Safety, or Designated Person

\_\_\_\_\_  
Date

Copy for:       Facility       Applicant       DEHS

June 1999