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| ***Office of Student Life – Environmental Health & Safety***  **Temporary Food Event Application** |
|  |
| 5200 N Lake Road, Merced, CA 95343 | EHS: 209.228.2255 | OSL: 209.228.5433 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Event: | | Event Location: | | | | | Event Date(s):  Time(s): | | |
| Name of Club / Organization / Affiliate | | | | | Name of outside vendor (if being used) | | | | |
| Club / Organization / Affiliate-Contact Person: | | | | Email: | | | | Phone  ( ) | |
| ***Description of Items being Prepared / Served, indicate NA if non-applicable, – list additional items on back of this form if needed*** | | | | | | | | | |
| **FOOD ITEM** | **WILL ITEM BE INDIVIDUALLY PACKAGED?** | | **WHERE IS FOOD**  **PREPARED?**  (booth/licensed kitchen) | | | **COOKING PROCEDURE**  (i.e. grill/deep fry) | | **HOW IS FOOD BEING KEPT HOT/COLD?** | |
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| Date and Place Where Food/Ingredients Will Be  Purchased: | | | Complete Address: | | | | | | |
|  | | |  | | | | | | |
| Where will food be stored prior to the event? | | | List Cooking and Storage Equipment: | | | | | | |
| How food product is kept hot/cold during transportation to the food event? | | | | | | | | | Length of time in transport: |
| Handwashing Facilities: Utensil Washing Facilities: Venue Diagram Attached:   * Plumbed Sink ☐ Plumbed Sink ☐ Yes * 2.5 gal minimum gravity flow container ☐ Washing & Sanitizing Containers ☐ No | | | | | | | | | |
| **Your signature on the line below indicates that you and your organization agree to the following:**   1. **All individuals who will be working will read and comply with the regulations and guidelines contained in the “*Guidelines for Food Safety at Temporary Events”* brochure.** 2. **No food at the event shall be prepared in a private residence (Exceptions made on a case by case basis).** 3. **The complete form shall be submitted for review and approval at least 10 working days prior to the event.** 4. **This approved permit application must be available on site for review during the event. Event is subject to inspection and any noncompliant foods will be discarded.**   **Printed Name /Signature of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_  **OSL/EHS Approval - Printed Name / Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_ | | | | | | | | | |

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*List additional food items here:*

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**For additional information contact either:**

1. **Office of Student Life at (209) 228-5433**

<http://studentlife.ucmerced.edu/>

2. **Office of Environmental Health & Safety at (209) 228-2255**

[jkaur63@ucmerced.edu](mailto:jkaur63@ucmerced.edu)

This form was prepared by the UC Merced Office of Student Life and Office of Environmental Health and Safety

**Food Safety Checklist**

**FOOD SOURCE, TEMPERATURES AND STORAGE**

* Food is from an approved source (not stored or prepped at home).
* Probe Thermometer is in place to monitor food temperatures.
* Equipment is keeping cold foods at 45° F or colder.
* Equipment is keeping hot foods at 135° F or hotter.
* Food is covered and stored at least 6 inches off the ground.

**HAND WASHING**

* At least 5 gallons of warm water (100° F) is present.
* A spigot providing a continuous stream of water is present.
* Catch basin for wastewater is present.
* Liquid, anti-bacterial soap in a pump dispenser is present.
* Paper towels (not napkins) are present.
* Booth is setup 200 feet away from restroom facility.