

Permit to Sell or Serve Food on Elizabethtown College Campus

1. I am requesting to Sell Food ☐ Serve Food ☐

2. Responsible Person and Phone Number

3. Name of the event to be sold or served at _____

4. Location of proposed sale/serving _____

5. Date and Time frame _____

6. Food and Beverages to be offered:

7. How will the foods be kept hot or cold?

8. How will the foods and beverages be protected during transportation, display and
during serving time, from contamination?

9. What are your plans for hand washing? _____

10. Date Submitted to Catering Manager _____
(catering@etown.edu)

Approved _____ Date _____

Temporary Food Service Policy

To ensure the safety and well-being of the campus community and our guests the following is required before permitting the sale or serving of any food or beverage items that have not been prepared by Elizabethtown College Dining Services.

1. A completed "Permit to Sell or Serve" form must be sent to the catering manager for approval no less than 2 weeks prior to the event date. Forms that have not been entirely completed will not be approved.
2. All proper guidelines for safe transportation, storage and display must be followed. Speak with the Catering Manager if you are unsure.
3. If the food and beverage is being provided by a commercial vendor, we must receive a copy of that vendor's health inspection and food and beverage sales license and proof a minimum of 1-million-dollar liability insurance coverage.
4. It is necessary that all food products be prepared, held, and handled in a safe and sanitary manner. Temperature control and physical contamination are of the utmost importance. Please follow the sanitation guidelines. All surfaces must be sanitized, hands must be washed, and gloves must be worn. Please speak with Catering Manager for further details.
 - a. Provide refrigeration or adequate freezer packs or ice in coolers with proper drainage. Cold potentially hazardous foods must be held at 41°F or below.
 - b. Provide proper method to hold potentially hazardous hot foods at 135°F or higher.
 - c. Catering department will not lend catering equipment to be used for food storage or preparations.
 - d. If using charcoal grills at the Quads, make sure to follow the Fire Safety regulations under the Safety Policy from Human Resources.
5. You are NOT permitted to bring your own grills to cook from on campus.
6. Prepackaged items are preferred. Homemade items with perishable ingredients such as cream cheese frosting, cheesecakes, custards, etc. are not permitted.

7. Avoid handling food items with bare hands, use gloves, when necessary and proper hand washing methods. You must have sanitizers, if running water is not available.
8. Prepare all foods as close to the actual time needed as possible.
9. Make sure to have proper sanitized serving utensils.
10. All food and beverage items must be stored no less than 6 inches from the ground.
11. Make sure to keep all food preparation and serving surfaces clean and sanitized.
12. Do not leave any waste at event site. Do not dump ice, hot water or food and beverage waste on the ground. Dispose of all trash properly.
13. Failure to follow any of the guidelines will prevent the approval of any future “permits to sell or serve food”.

Liability Waiver

Permission for Exception of First Right of Refusal of Food Service

Date of Event _____

Organization _____

Contact Name _____

Contact Phone _____

Contact Email _____

As of _____ (date), _____ (contact name), has been informed of Elizabethtown College Dining Services Policies. As a Representative of Elizabethtown College Dining Services I hereby release Elizabethtown College Dining Services of any claims which occur from the preparation and consumption of any food not prepared in Elizabethtown College's approved kitchens. These liabilities will include but are not limited to any health hazards resulting from improper or inappropriate handling, storage and display of any food items.

Representative of Department or Student Group _____

Representative of Elizabethtown College Catering Services _____

Event has been: ☐ Approved

☐ Not Approved