



Temporary Food Service Guidelines

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 food or beverage items that have not been prepared by Etown College Dining Services.

- 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.
- If the food and beverage is being provided by a commercial vendor, the Catering Manager must approve prior to any booking confirmation and/or contracts being signed. The vendor must provide a copy of their health inspection, food & beverage sales license, and proof of a minimum \$1M liability insurance coverage.
- Prepackaged and non-perishable items are preferred.
- Avoid handling food items with bare hands, use gloves when necessary and follow proper hand-washing methods. You must have sanitizers if running water is not available.
- Make sure to keep all food preparation and serving surfaces clean and sanitized.
- All food products must be prepared, held, and handled in a safe and sanitary manner.
 - Cold foods must be held at 41°F or below – provide refrigeration or freezer packs
 - Hot foods must be held at 135°F or higher
- The catering department will NOT lend catering equipment to be used for food storage or preparations.
- All food and beverage items must be stored no less than 6 inches from the ground.
- You are NOT permitted to bring your own grills to campus.
- Do not leave any waste at event site. Do not dump ice, hot water, or other food and beverage waste on the ground. Dispose of all trash properly.
- Failure to follow any of the guidelines will prevent the approval of any future “permits to sell or serve food”.



Permit to Sell or Serve Food on Elizabethtown College Campus

I am requesting to: Sell Food Serve Food

Organization/Department: _____

Event Name: _____

Responsible Person: _____

Phone Number: _____

Email: _____

Location: _____

Date & Time: _____

Food to be Served:

Food Safety/Handwashing Plan:

Acknowledgement:

I certify that I have read and will comply with the Elizabethtown College Temporary Food Service Guidelines. I understand my organization/department assumes responsibility for food that is not prepared by Elizabethtown College Dining/Catering Services.

Applicant Signature: _____ Date: _____

Approved Not Approved

Catering Manager: _____ Date: _____