

Florida Atlantic University  
TEMPORARY FOOD SERVICE EVENT APPLICATION  
Policy & Procedures

**Purpose:** The information found in the FAU Food Safety Program is designed to provide guidelines and rules to guard against foodborne illness, and to comply with applicable regulations. Food served in a university setting presents a safety concern since people from different ages and health status attend classes, work, and utilize the campus facilities. Improper handling, cooking, serving, and storage of purchased and/or prepared foods can cause foodborne illness. In order to safeguard against foodborne illness, the following policy and procedures are issued for events planning to serve food.

**Temporary Food Service Events:** All FAU campus events that involve food must comply with the Florida Administrative Code (FAC) 64E-11 and all other applicable regulations. This will ensure that the food is safe for the university community. Please note that food prepared at home must never be served or offered for sale to the public on campus (this includes athletic events, fund raisers, and pot lucks). All public food events must complete a Temporary Food Service Event (TFSE) application unless they are serving only pre-packaged food and drinks. A public event is defined as anyone participating in the event who is not a member of a club, group, or department etc., so private meetings or events do not need a permit. After EH&S approves a food event, a Temporary Food Service Permit will be issued. The permit must be available for review during the event.

**Step One: Contact Business Services** (Prior to filling out FAU Temp Food Service Event Permit Application)

- All food event sponsors serving to the public must contact the Director of Business Services to determine if a waiver request must be made. If Chartwells is being used, a waiver is not necessary.
- For all other food services, a food waiver must be granted by Business Services. The application for a food waiver can be found at: <http://www.fau.edu/business-services/forms/Food%20Waiver%20-%20060618.pdf>. In addition, waiver applications can be picked at SU Suite 204. For more information regarding Food Waiver Requests, please contact Business Services at 297-2041.
- Once the Food Waiver application is approved by Business Services, the approved waiver is sent to EH&S for approval. **The sponsor of the event must complete Step Two - FAU Temp Food Service Event Permit Application to complete the process if serving food and drinks to the public.**
- A permit is **not** required for private events or events serving pre-package food and drinks. EH&S will not approve any public food event without the EH&S application and the approved waiver from Business Services.

**Step Two: FAU Temp Food Service Event Permit Application**

- All applicable spaces must be complete. Please make sure to give contact information including phone number and email. Please give complete list of all food and drink being served during the event.
- When using a caterer or vendor not on the approved vendor list, please go to The Florida Department of Business and Professional Regulation Website to search for a license number. <https://www.myfloridalicense.com/wl11.asp?mode=0&SID>. If license number or permit number cannot be found, please contact vendor or caterer directly.
- If caterer/vendor **is serving** the food during the event, the caterer's Indemnity Insurance must be provided.
- If caterer/vendor **is not serving** the food, all persons involved with cooking, serving, and transport of food must complete the FAU Food Safety Training which is available at: <http://www.fau.edu/divdept/envhs/Foodsafety/>.
- Please make sure to list all safety procedures being used during the event to ensure food is kept safe and at the proper temperatures.

**After Completion of Application Processes**

After approval by both Business Services and EH&S, EH&S will send Food Service Event Permit to Business Services. Sponsors of the food event can then pick up both the food waiver and the food permit. Please have **both** displayed during the event.

**General Rules:** (For further details, please refer to the Food Safety Manual or call EH&S)

- Temporary food service event sponsors or vendors must notify EH&S two weeks prior to the Scheduled event.
- All foods and beverages shall be from sources approved by the CHD. Food prepared in a private home shall not be used or offered for sale to the university community or visitors on campus.
- Food while being transported, stored, prepared, displayed, served, or sold shall be protected from dust, flies, vermin, unclean equipment/utensils, coughs/sneezes, and other sources of contamination.
- All potentially hazardous foods shall be kept at 41 degrees Fahrenheit or below for cold foods, and 140 degrees Fahrenheit or above for hot foods.
- Overhead protection shall be provided at all food service operations when food is prepared or portioned on premises.
- When potentially hazardous food is prepared at temporary food service events of more than 3 days, the physical structure where the food preparation occurs shall be protected from the entrance of flying insects and other vermin.
- Ice that will be consumed or come in contact with food shall be obtained from an approved source, and shall be held in a way that protects it from contamination until dispensed.
- All food service events, which prepare food on premises, shall provide an adequate supply of potable water for cleaning and employee hand washing. Soap and single-service towels shall be available for hand washing and hand drying.
- Hands should be washed before preparing and serving different foods, after going to the bathroom and/or eating, and whenever they become soiled.
- All food service operations without effective facilities for cleaning and sanitizing tableware shall provide only single-service articles for use by the consumer. Also, an adequate supply of spare preparation and serving utensils should be available and used to replace those that become soiled.
- A sanitizer solution in a bucket or spray bottle must be available at all times to adequately sanitize the food preparation surfaces.
- Liquid waste shall be disposed of in a manner that will not create a public health hazard or a sanitary nuisance. Liquid waste must not be discarded into the storm water system.

**Inspection and Enforcement**

EH&S will periodically inspect events to ensure compliance of all applicable rules and regulations. EH&S will assist groups with compliance issues. The main focus of the policy and procedures is to promote food safety. However, if an event jeopardizes the public with possible food contamination, the food service at the event will be terminated, and the sponsors or vendors may forfeit their right to host another campus food event.