

# On Campus Food Service Application

In order to ensure the success and safety of your event, please provide the following information.

## Event Information

Group/Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Bear Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Room Number: \_\_\_\_\_

Time of Event: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of Event: *(Please check one)*

☐ Fundraiser      ☐ Educational Program      ☐ Promotion      ☐ Private Vendor

☐ Other *(Please Describe)*:

\_\_\_\_\_

Number of People Expected: \_\_\_\_\_

## Food Information

Please list and describe all food items to be served at the event: *(Attached menu is preferred)*

\_\_\_\_\_  
\_\_\_\_\_

Where will food be prepared?

\_\_\_\_\_

Where will food be purchased?

\_\_\_\_\_

Do any of the food items to be served or distributed contain Potentially Hazardous Foods?  
*(Examples: Cheese, Eggs, Milk, Dairy, Meat, Fish, Protein, Sliced Fruits or Vegetables)*

Check One:    YES    NO

Will there be alcohol at your event?

Check One:    YES    NO

# GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

## FOOD BOOTH /OPERATIONS

- All slicing, chopping, peeling, dicing, shredding, mixing and pre-washing must be done at a commissary.
- All food must be prepared at an approved food establishment, including washing all produce (i.e. lemons for lemonade, potatoes for chips/fries, or apples for caramel apples) and placed in clean food-grade containers or liners and be provided pre-washed.
- Vendors operating for more than 1 day must operate from an approved commissary, approximately within 30 minutes or 30 miles of the event. All vendors must have a written commissary agreement (see vendor packet) with a local commissary approved by the local health department. Vendors with limited menus operating from licensed self-contained mobile units may be allowed to operate without a commissary.
- All equipment and utensil washing must be performed at an approved facility. On-site washing in tubs/basins is not permitted.
- Sufficient, non-absorbent, smooth, easily cleanable work surfaces must be provided where food is being handled.
- Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks.
- Wiping cloths must be saturated with an approved chemical sanitizer at proper concentration. Test strips specific to that chemical must be provided. The sanitizing solution should be changed as needed, but at least every 3 hours.
- Extra utensils and in-use food contact surfaces (for example: cutting boards, tongs, knives, etc) must be provided so soiled items can be changed at a minimum of every four (4) hours. On-site washing in tubs/basins is not permitted and storage of these utensils shall not be in sanitizer.

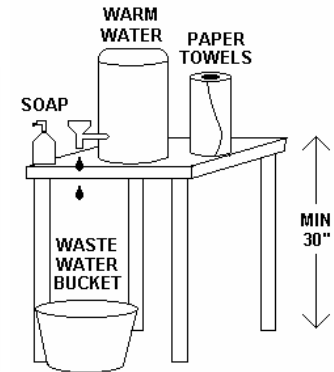
**Equipment  
cannot be  
washed on-site.**

- All foods, utensils, and paper goods must be transported in clean, covered, waterproof containers to protect them from contamination and stored at least 6 inches off the ground.
- Containers or coolers made from Styrofoam cannot be used. The storage of packaged food and/or beverage in undrained ice is prohibited.
- A sufficient quantity of potable water from an approved source must be available for booth operations. All parts of the water supply system must be approved food contact materials.
- Do not pour wastewater on the ground or in a storm drain. Ask the event coordinator if there are approved containers or if there is a sink plumbed to a sanitary drain on-site.
- A clean trash receptacle must be provided.
- Screening or other provisions may be required depending on jurisdiction or event location.
- Unwrapped displayed food requires approved covers, food shields, or separation to minimize contamination.
- All individuals involved in food preparation must wear appropriate hair restraints.
- Pets are not permitted inside the food booth.
- Equipment utilizing Sterno is not permitted.
- Food cooked or stored at home is not permitted.
- Any remaining hot held food must be discarded at the end of the business day unless properly cooled and reheated.

**Food cannot  
be cooked or  
stored at home.**

## PERSONNEL/HYGIENE

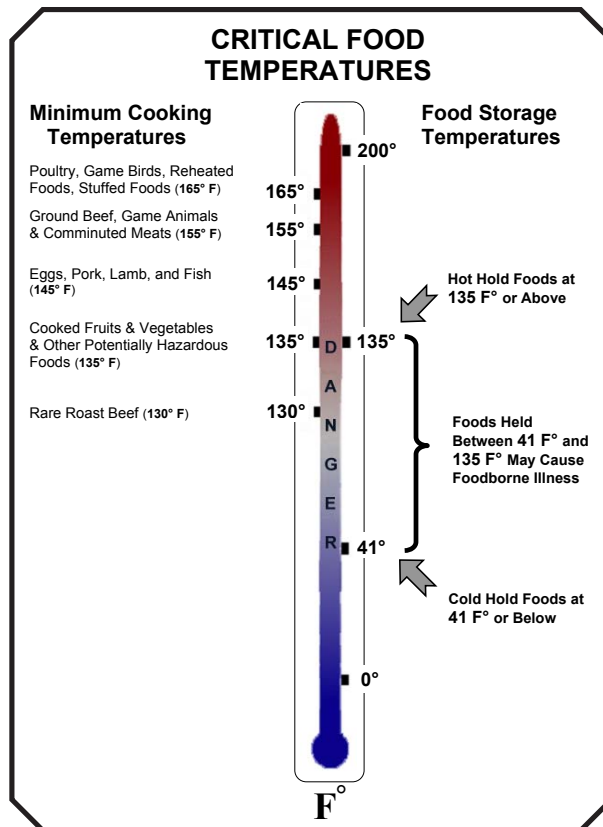
- A hand washing station with ample water, soap, and dispensed paper towels is required. The water dispenser must be capable of providing 'hands-free' continuous flowing warm water. No push button spigots are permitted.
- A catch bucket, capable of holding at least 5 gallons, must be provided for hand washing station wastewater.
- The use of utensils, deli papers, or clean food handlers' gloves is required. The use of gloves does not replace the need for hand washing.
- Hand sanitizer can be used in addition to, but not in place of hand washing.
- Bare hand contact with ready to eat foods (items that will not require further cooking) is not permitted.
- Eating, drinking and smoking are not permitted within the food booth. Staff must leave the booth for these activities and must wash their hands upon returning.



**For additional information visit:**  
[www.co.weld.co.us/departments/health/environmental/foodsafety/health\\_food\\_safety\\_events.html](http://www.co.weld.co.us/departments/health/environmental/foodsafety/health_food_safety_events.html)

## TEMPERATURE SAFETY

- Equipment must maintain potentially hazardous foods at 135°F or above or at 41°F or below. Potentially hazardous foods include, but are not limited to: dairy products, sauces, cooked items (rice, pasta, potatoes and beans).
- A calibrated 0° to 220° F metal stem probe thermometer, digital thermometer or thermocouple must be on site. If thin foods (hamburger patties, fish fillets) are being cooked, a thin mass food probe must be used.



## COLORADO Guidelines for

# Temporary Food Establishments



**Weld County**  
**Department of Public**  
**Health & Environment**  
(970) 304-6415  
1555 N. 17th Ave.  
Greeley, CO 80631



# **“Serve it Safe”**

## ***Safe food handling tips for your event***

### **Have proper signage that is clearly visible**

Per the Weld County Health Department, events that serve food that are Non-Profit and not falling under a food license need to display clearly visible signage at their location stating *“FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY”*.

### **Buy food from a licensed source**

Make sure you know the food you are using is safe by receiving it from a reliable source such as a grocery or licensed food vendor.

### **Store and transport food properly**

When transporting food keep it wrapped tightly and keep all cold foods at 41 degrees or below. Keep hot foods at 135 degrees or above. Transport in containers and vehicles that do not present hazards to the food.

### **Prepare food in a suited location**

Prepare the food in a kitchen that is suited for the type of food you are preparing. Location should be indoors, clean, free of pets and pests and be free of hazards that could endanger workers or the food itself.

### **Avoid Cross Contamination**

Be careful not to keep bacteria from transfer from contaminated utensils, equipment, food or other sources into or onto food that is ready to eat or other safe food contact surfaces.

### **Hot Food Hot/ Cold Food Cold**

Keep cold food at 41 degrees or below. Keep hot food at 135 degrees or higher. Bacteria can grow and food can become unsafe between this temperature range.

### **Wash hands regularly**

Anytime you touch anything that besides the food item you are preparing or serving, WASH YOUR HANDS! This includes between taking money, smoking, using the bathroom, blowing your nose, touching a handle. Wash your hands often and wear gloves when serving.

### **Cover any sores**

When preparing or serving food, cover any cuts, scabs, sores with a disposable glove. Wash your hands often and change gloves.

### **Use gloves when handling Ready to Eat foods**

When handling food that will not require any further cooking or washing before being consumed, you must wear gloves when handling that item.

### **Cook food to proper temperatures**

Make sure all food reaches proper safe temperatures. Chicken 165, Ground Meats 155, Pork and Fish 145, Vegetables 135, Soups 165, Baked dishes 165. Use a food safe thermometer to check. Cool Food Rapidly

### **Thaw food properly**

Thaw food in the refrigerator. Never leave food sit out at room temperature to thaw.

**I have read and understand the “Serve it Safe” food handling tips supplied in this application. I agree to pass this information on to all representatives at the event to ensure safe service of the food products supplied. The student organization and or group hosting this event accept all responsibility for the safety of the food served.**

Student Group Representative:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_

### **For Office Use Only:**

Date of Request: \_\_\_\_\_ Received By: \_\_\_\_\_

Signatures Required for Approval:  
Dining Services Representative: \_\_\_\_\_

Date: \_\_\_\_\_

This Request has been: APPROVED    DECLINED: (*Reasoning Listed*)