

## PROCEDURE FOR SERVING FOOD ON CAMPUS

In an effort to safeguard the health and welfare of the university population, as well as to assure that the legal requirements of local state and federal health departments are satisfied, The University of Akron has established the following procedure. You must receive clearance from the departments listed below before any food, beverage, or refreshment can be sold and/or served. The Department of Physical Facilities has requested a minimum of two weeks notice before an event.

Date of Request: \_\_\_\_\_  
Date of Event(s): \_\_\_\_\_  
Time of Event(s): \_\_\_\_\_  
Location of Event(s): \_\_\_\_\_

Approximate Number Attendees: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Organization/Department Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Detailed list of products that will be served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will food be prepared on campus? How? \_\_\_\_\_  
Indicate your plan for keeping perishable food products at safe temperatures: \_\_\_\_\_

Have you requested or received a food service license? \_\_\_\_\_  
Have plans been made for providing utilities, such as electricity? \_\_\_\_\_  
What precautions have been made to satisfy sanitation requirements, such as hair restraints, use of serving tongs, food service gloves, and NSF approved equipment?  
\_\_\_\_\_

Are you providing all equipment needed for serving food (tongs, utensils)? Any University equipment used may result in a charge. \_\_\_\_\_  
What are your plans for handling trash and waste? \_\_\_\_\_

Will these products be provided at no cost to guests, or will there be a charge levied for food in the form of a retail selling price, a suggested donation, or a voluntary donation?  
**If food is donated please attach a letter of donation.**

**APPROVED BY:**

University Auxiliary Operations/Dining Services	Date
University Safety Office	Date
Department of Physical Facilities	Date

**Thank you for completing this request. Please email this form to [francek@uakron.edu](mailto:francek@uakron.edu) or fax to (330) 972-6795. You will be advised promptly with any further questions or with a clearance form so that you may proceed.**