

## **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 also receive clearance from the departments listed below before any food, beverage, or refreshment can be provided or sold.

Date of Request: \_\_\_\_\_

Date of Event(s): \_\_\_\_\_

Time of Event(s): \_\_\_\_\_

Location of Event(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization/Department Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed list of products that will be served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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?

\_\_\_\_\_

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?

\_\_\_\_\_

### **APPROVED BY:**

\_\_\_\_\_  
University Auxiliary Operations/Dining Services      Date

\_\_\_\_\_  
University Safety Office      Date

\_\_\_\_\_  
Department of Physical Facilities      Date

**Thank you for completing this request. You will be advised promptly with any further questions or with a clearance form so that you may proceed.**