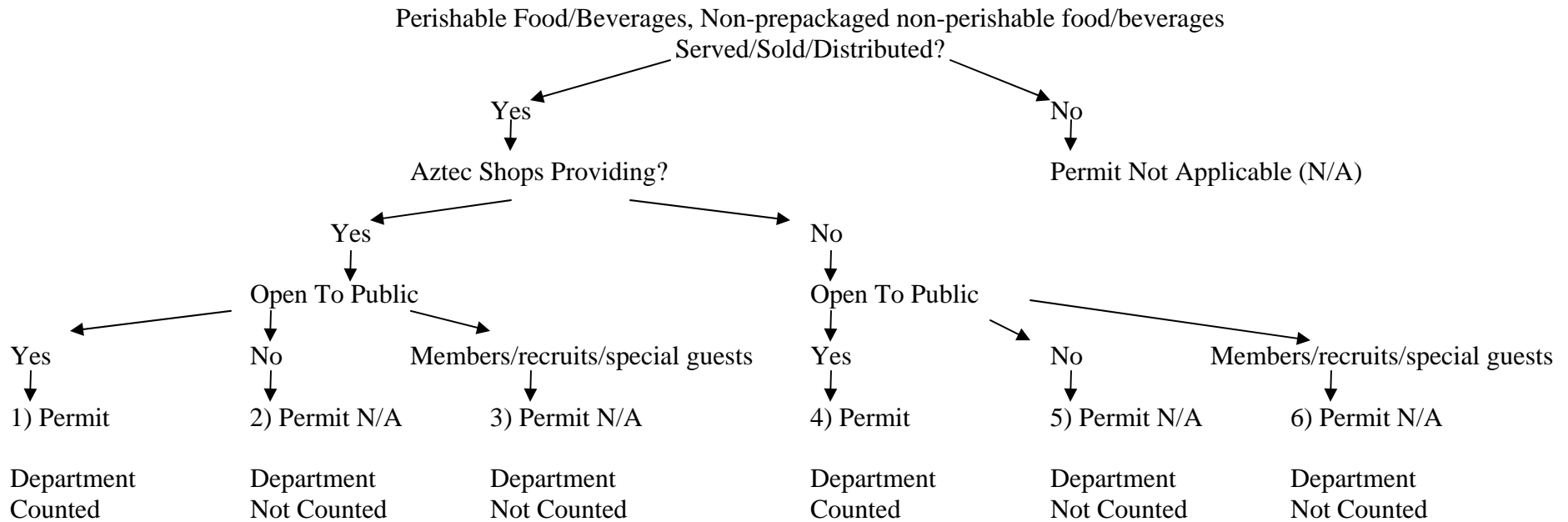


Department/Off-Campus Organization Food Permitting Process



Rules/Exceptions:

- 1) If Aztec Shops provides the food, a list of all food served will be required by the department/off-campus organization. A permit will be issued for the event with the food listed; this is required by state law.
- 2,3) If food is provided by Aztec Shops and the department/organization is holding a closed event, no permit is necessary. These events are considered occasional events and can not occur more than three times in a 90 day period. If they occur more a permit is necessary. No home cooked foods are allowed. If the department/organization would like to have on-site cooking, a permit will be necessary. Events with Members/recruits/special guests fit into an occasional event if the event is not open to the public outside of the invited members/recruits/special guests.
- 4) If the food is provided from an off campus catering facility (restaurant), a catering proposal form obtained through Aztec Shops needs to be filled out and brought to EH&S. If the food is provided by an off campus market (Costco), a list of all food items to be served will be required by the department/organization. A permit will be issued for the event with the food listed; this is required by state law.
- 5,6) If the food is provided by a catering facility (restaurant) on the pre-approved list, no paperwork is necessary. If the catering is not approved a permit is required. No home cooked foods are allowed. If the organization would like to have on-site cooking, a permit will be necessary. Events with Members/recruits/special guests fit into an occasional event if the event is not open to the public outside of the invited members/recruits/special guests.