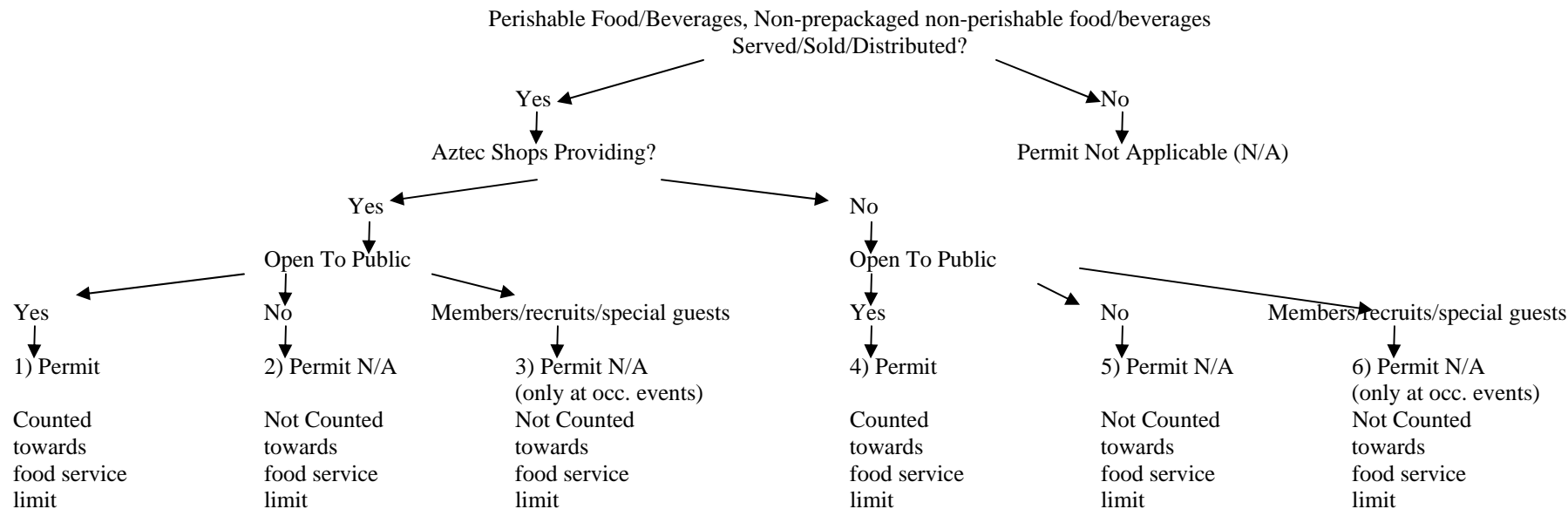


Student Organization Food Permitting Process Environmental Health & Safety



Rules/Exceptions:

- 1) If Aztec Shops provides the food, a list of all food served will be required by the student organization. A permit will be issued for the event only for the food listed; this is required by state law. The student organization is classified as a non-profit charitable temporary food facility and is only allowed to serve/distribute/sell food **four times in one year** (food service limit).
- 2) If food is provided by Aztec Shops and the organization is holding a closed or private event, no permit is required and not counted toward the food service limit. Home-made food is not recommended. If the organization would like to have on-site cooking, a permit will be required. EH&S can provide food handling consultation.
- 3) If food is provided by Aztec Shops and the organization is holding a closed event, no permit is necessary and not counted towards the food service limit. No home cooked foods are allowed. If the organization would like to have on-site cooking, a permit will be necessary. A student organization that gives or sells food only to its members/recruits/special guests (not open to the public) at occasional events is not required to obtain a permit since it is not operating as a food facility. Occasional events means an event that does not occur more than **three days in a 90 day period**, otherwise, a food permit is required and food service limit is applied.
- 4) If the food is provided from an off campus catering facility (e.g. restaurant), a catering proposal form needs to be filled out and brought to Aztec Shops first and then to EH&S. If the food is provided by an off campus market (e.g. Costco), a list of all food items to be served will be required by the organization. A permit will be issued for the event only for the food listed; this is required by state law. The student organization is classified as a non-profit charitable temporary food facility and is only allowed to serve/distribute/sell food **four times in one year**.
- 5) If the organization is holding a closed or private event, no permit is required and not counted toward the food service limit. Home-made food is not recommended. If the organization would like to have on-site cooking, a permit will be required. EH&S can provide food handling consultation.
- 6) Student organizations that give or sell food only to its members/recruits/special guest at occasional events is not required to obtain a permit, since they are not operating a food facility. Therefore, if the organization gives or sells **perishable** food during their monthly meetings a permit is not required as long as the food/beverages are obtained from the approved list. No home cooked foods are allowed. For occasional events such as the high school conference, which involves children, a catering proposal form and food permit is required. Occasional events means an event that does not occur more than **three days in a 90 day period**, otherwise, a food permit is required and food service limit is applied. Therefore, weekly meetings involving perishable food/beverages must be permitted.

Note: State Law refers to the California Retail Food Code of the California Health and Safety Code