

**SAN DIEGO STATE UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT
TEMPORARY FOOD FACILITY APPLICATION FORM**

This questionnaire must be completed and submitted to Environmental Health and Safety (CSL 106, MC 1243, FAX x42854), including any additional information if required, at least two weeks prior to the day of the event, unless otherwise specified. Once approved, a permit will be issued. No changes can be made without approval by an EHS Officer (x46965).

Department/Organization Name: _____ Dept/Org Chair: _____ Phone #: _____
Event Coordinator: _____ Phone #: _____ Food/Bev Coordinator: _____ Phone #: _____

Event: High School Conference AzFest Carnival Day/Greek Week Fundraising Event Other: _____

Location: Open Air Theater Walkway (Circle: La Tienda, West War Memorial, East War Memorial, South Centennial Hall, West OAT Gates, East OAT Gates) Campanile Walkway Aztec Center Walkway Montezuma Hall
 Casa Real Scripps Cottage Other: _____

Date(s): _____ Prep Time: _____ Service/Sale Time: _____ End of Service/Sale Time: _____

MENU TABLE (List all food items, include beverages and condiments)

FOOD ITEMS	COMMERCIAL PRODUCT*	OUTSIDE VENDOR**	SERVED (HOT, COLD, or ROOM TEMP)	COLD HOLDING DEVICE	COOKING DEVICE	HOT HOLDING DEVICE	OTHER

* Indicate name of retail or wholesale stores e.g. Costco, Smart & Final, Sysco, grocery store
** Indicate name of caterer, restaurant, or fast food chains. Catered events requires approval from Aztec Shops Ltd and completion of a Catering Approval Form. The form can be obtained from Aztec Shops Dining Services in the basement of East Commons.

TEMPERATURE CONTROL DEVICE

- Cooking devices such as a grill, microwave, crockpot, toaster oven or rice cooker are permissible. Rapid reheating devices (i.e., grill, microwave, toaster oven) must be capable of cooking or reheating food to 165°F within 60 seconds. Steam tables and heat lamps are not cooking units and are not designed for rapid reheating.
- Cold holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food at or below 45°F.
- Hot holding devices (i.e., steam tables, heat lamps, crockpots, cambro units, chaffing dishes) must be capable of holding food at or above 135°F.

List all foodhandlers at the event: _____

COMMENTS: _____

This is to certify that the information provided is true and correct. I will ensure that I receive training and that all other foodhandlers will be trained. Trained foodhandlers will be present at the event and will comply with the SDSU Food Service, Sale and Safety requirements enforced by the Environmental Health and Safety Department. I understand that non-compliance with the requirements can result in immediate closure, loss of future privileges and disciplinary action. The university is not responsible for any outbreak of foodborne illness from special event food service, sale or promotion.

Event Coordinator: _____ Date: _____ Food/Bev Coord: _____ Date: _____

Catering Proposal Form: Completed Pending N/A

Permit Issued: Yes Pending/No N/A EHS Signature: _____ Date: _____