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CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Date of Event: _____ Estimated Attendance: _____

Name of Event: _____

Type of Event: _____ Location: _____

Sponsoring Organization: _____

Authorized Representative: _____ Phone: _____ Fax: _____

Time:

Access Time: _____ a.m./p.m. to _____ a.m./p.m.

Event Time: _____ a.m./p.m. to _____ a.m./p.m.

Type of Food Service:

☐ Bake Sale ☐ Snacks ☐ Food Sale ☐ Catering

☐ Barbecue ☐ Potluck ☐ Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: _____

List all food and potentially hazardous food (*see* Temporary Food Facility Guidelines *for definition*) items to be sold/served (include ingredients), use back of page if necessary. _____

_____

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? _____

_____

List all beverages to be sold/served: _____

Where will beverages be prepared or purchased? _____

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

_____

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations **1**, **3** and **4** only.

_____

1. Signature of Sponsoring Organization Chairperson — Authorized Representative to be present at event

_____

2. Center for Student Involvement (UU 204) *(Student Organizations Only)* — Date

_____

3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314)* — Date

_____

4. Environmental Health & Safety (*Corporate Yard Bldg. 244*) — Permit No. — Date

Revised 05/2012