

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.