**A catered food event** is one where food is served to a pre-determined number of people & where food is generally served at one point in time to the entire group. Event planning is driven by the number of anticipated guests, & payment is contingent upon a guaranteed number of guests.

A **temporary food event** is one where food is served to an open-ended number of participants over a period of time. Event planning is driven by the desired hours of operation & the estimated number of attendees. Payment is contingent upon the number of people served. Having a food booth or table, where no specific invitation is given, & where people can stop and receive food or drink, is one example of a temporary food event. A **baked goods event** is a type of temporary food event; however, it has its own set of specific requirements.

We highly encourage the use of Internal University Food Operations & University Approved Caterers, as they have shown to meet all University requirements. The list can be found on the UR Sanitarian’s Office catering website [http://www.safety.rochester.edu/sanit/catering.html](http://www.safety.rochester.edu/sanit/catering.html). More information and food event requirements are available at the same UR Sanitarian’s Office website food events page [http://www.safety.rochester.edu/sanit/foodevents.html](http://www.safety.rochester.edu/sanit/foodevents.html)

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<th>EVENT TYPE</th>
<th>REQUIREMENTS</th>
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| Individual Department Staff Functions                          | - Proper food safety practices must be followed. The Sanitarian’s Office is available for advice. Please review the Sanitarian’s Office website [http://www.safety.rochester.edu/sanit](http://www.safety.rochester.edu/sanit) for food safety tips.  
- The use of Internal University Food Operations & University Approved Caterers is highly encouraged.  
- Food/food ingredients must be purchased from a commercial business with a valid food permit or license.  
- The Senior Sanitarian of EH&S may not permit functions to take place, where an imminent health risk is judged to exist, at his discretion. |
| Catering functions with less than 50 attendees involving only members of the UR Community with minimal on-site food preparation (you may not bake, grill, or cook from scratch on-site). | - Proper food safety practices must be followed. The Sanitarian’s Office is available for advice. Please review the Sanitarian’s Office website [http://www.safety.rochester.edu/sanit](http://www.safety.rochester.edu/sanit) for food safety tips.  
- The use of Internal University Food Operations & University Approved Caterers is highly encouraged.  
- Food must be prepared and purchased from a commercial business with a valid food permit or license.  
- Student organizations are not permitted to hold potlucks. |
| Catering functions less than 50 attendees with:               | - The use of Internal University Food Operations or a University Approved Caterer is required and can be found at the Sanitarian’s website [http://www.safety.rochester.edu/sanit/catering.html](http://www.safety.rochester.edu/sanit/catering.html)  
- Caterer must be on site for the duration of the event and cannot drop off food.  
- Student organizations are not permitted to hold potlucks. |
| - general public in attendance, and/or                        |                                                                                                                                                                                                            |
| - involving on-site food preparation and/or                    |                                                                                                                                                                                                            |
| - serving alcohol.                                             |                                                                                                                                                                                                            |
| Catering functions with 50 or more attendees.                 |                                                                                                                                                                                                            |
| Temporary Food Event (see definition above).                  | - **Temporary Food / Baked Goods Event Request Form** must be filled out 14 calendar days prior to your event and sent to Sanitarian’s Office for approval.  
- Operator or food vendor may be required to obtain a Temporary Food Event Permit from the Sanitarian’s Office or Monroe County Health Department. Permit/fee may be required (exception: Internal University Food Operations do not need an additional permit from the Monroe County Health Department).  
- Follow all Temporary Food Event Requirements. |


| Baked Goods Event                                                                 | - **Temporary Food / Baked Goods Event Request Form** must be filled out 14 calendar days prior to your event and sent to Sanitarian’s Office for approval.  
- Follow all Bake Sale Requirements. Permit/fee may be required.  
- Bringing food prepared at home is NOT permitted. |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Cheese Pizza  
Pepperoni Pizza | - May be given away at UR Community events provided proper food safety practices are followed (you may not re-sell pizza). Please visit the Sanitarian’s Office website [http://www.safety.rochester.edu/sanit/pizzaexception.html](http://www.safety.rochester.edu/sanit/pizzaexception.html) for specific criteria for events serving pizza.  
- Must be purchased from a commercial business with a valid Monroe County Health Department permit. Strongly recommend pizza be delivered by the vendor.  
- If the event is open to the general public, or if you are serving another type of pizza, you must fill out a **Temporary Food / Baked Goods Event Request Form** 14 calendar days prior to your event and send to Sanitarian’s Office for approval. Permit/fee may be required. |

1/7/2009