

University of Rochester Environmental Health & Safety Sanitarian's Office
Food Event Requirements for Events on University of Rochester Owned Facilities & Properties

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 it's 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>. 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>

EVENT TYPE	REQUIREMENTS
Individual Department Staff Functions	<ul style="list-style-type: none"> • 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 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).	<ul style="list-style-type: none"> • 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 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: -general public in attendance, and/or -involving on-site food preparation and/or -serving alcohol. Catering functions with 50 or more attendees.	<ul style="list-style-type: none"> • 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 • Caterer must be on site for the duration of the event and cannot drop off food. • Student organizations are not permitted to hold potlucks.
Temporary Food Event (see definition above).	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 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.

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