

# University Food Permit

Student Group No. if available: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Submit completed form to BCD – [bcd@umn.edu](mailto:bcd@umn.edu)**

For questions, contact the Environmental Hygiene Officer at [rossi101@umn.edu](mailto:rossi101@umn.edu) or (612) 625-6152.  
Not required for events when ALL food is provided or catered by University Dining Services.

## Authorization for serving food/beverage at:

Coffman Union  St. Paul Student Ctr  Other  \_\_\_\_\_  
Please Print

|   |                   |   |                        |
|---|-------------------|---|------------------------|
| Event Date(s)   | Food Service Time | Room or Area  |                        |
| Name of Person/Organization/Dept Applying:  |                   |   |                        |
| Contact Person:   |                   | Email:  | Phone:                 |
| Is a caterer setting up <i>and</i> serving the food? <input type="checkbox"/> YES <input type="checkbox"/> NO |                   | Private event?*( See page 2) <input type="checkbox"/> YES <input type="checkbox"/> NO |                        |
| Name of Caterer/Restaurant/Market<br>(Food Source/Provider - Add more on Pg 2)                                |                   | City  | Phone or Email Contact |
| List Food(s) to Be Served (do not list<br>prepackaged snacks or beverages):                                   |                   |   |                        |
|   |                   |   |                        |
|   |                   |   |                        |

## Event Food Safety Requirements/Instructions

For complete University requirements, visit: [BCD Buffet Guidelines](#), [BCD Indoor Food Events](#), and [BCD Outdoor Food](#)

~~Events~~  
(For office use only)

Applicant agrees that all information is correct and all food will come from the source(s) indicated. Applicant also agrees to provide all required equipment to maintain proper food temperatures for serving and holding of foods. Any individual or non-University of Minnesota applicant further agrees to defend, indemnify, and hold regents of the University of Minnesota and its officers, employees, and agents harmless from any claim or expense arising out of the food service.

Signature of Applicant:  Date:

This permit must be reviewed by the Environmental Hygiene Officer ([rossi101@umn.edu](mailto:rossi101@umn.edu), Fax 612-625-6667) at least five (5) business days before the event when using a licensed commercial food service, or ten (10) business days when any other source of food/beverage or type of food service is engaged or dispensed.

\_\_\_\_\_  
Environmental Hygiene Officer or their Designated Representative  APPROVED  NOT APPROVED

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This publication/material is available in alternative formats upon request. Direct requests to [bcd@umn.edu](mailto:bcd@umn.edu), (612) 625-2437.

Building Codes Department | 319 15th Avenue SE, Room 270 Donhowe Building | Minneapolis, MN 55455

Student Group No. if available: \_\_\_\_\_

**ADDITIONAL FOOD SOURCES:**

|                                   |      |                        |
|-----------------------------------|------|------------------------|
| Name of Caterer/Restaurant/Market | City | Phone or Email Contact |
| Foods Provided                    |      |                        |
|                                   |      |                        |
| Name of Caterer/Restaurant/Market | City | Phone or Email Contact |
| Foods Provided                    |      |                        |
|                                   |      |                        |
| Name of Caterer/Restaurant/Market | City | Phone or Email Contact |
| Foods Provided                    |      |                        |
|                                   |      |                        |

**PROVIDE A BRIEF DESCRIPTION OF YOUR FOOD SERVICE, SET-UP AND/OR PREPARATION (Required)**

**\* A "Private Event" (all must apply):**

1. Does not have University funding/sponsorship; AND
2. Is accessible only as an internal event limited to a finite known GROUP, and which GROUP is identifiable as a specific entity in the perception of others (i.e., office staff, corporate meetings, birthday parties, wedding receptions, etc.); AND
3. Is not open to or advertised to the general public/campus community; AND
4. Does not invite individuals outside the GROUP to attend, or community members, or potential recruits or donors; AND
5. Does not, or will not, provide food to anyone outside the GROUP.