

Student Group No. if applicable:

# University Food Permit

**For Serving Food or Refreshments on University Property**  
**Not Required for Events When All Food is Provided or Catered by University Dining Services**  
**(The nature of your event may require that you provide additional details or information on request)**

Authorization for serving food/beverage at:

Please Print

Coffman Union     St. Paul Std. Ctr.     Other

Reservation or Event Date(s)	Food Service Time	Room or Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant: Individual/Organization/Department

Contact Person	E-Mail:	Telephone:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimated Attendance	Will a caterer be setting up and serving the food? <input type="checkbox"/> YES <input type="checkbox"/> NO	Private** event? (See page 2) <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="text"/>		

Caterer/Restaurant/Market (source of food/beverage)	Phone	City	Email Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Foods/Beverages Provided:

List additional food sources on next page

**DEHS FOOD SAFETY REQUIREMENTS / INSTRUCTIONS FOR THIS EVENT** (for general DEHS requirements and related policies, go to [www.dehs.umn.edu/poh\\_fwh\\_servefood.htm](http://www.dehs.umn.edu/poh_fwh_servefood.htm), and [www.dehs.umn.edu/poh\\_fwh\\_foodstands.htm](http://www.dehs.umn.edu/poh_fwh_foodstands.htm).)

(This space for office use only)

The applicant agrees that all information is correct and all food will come from the source(s) indicated. The applicant also agrees to provide all required equipment for maintaining proper food temperatures for serving of the food or beverage. 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

When applicable, this permit must be reviewed by the Environmental Hygiene Officer (W-128 Boynton Health Service, [dehs@umn.edu](mailto:dehs@umn.edu), Phone 625-6152 - Fax 624-1949) or designated person 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.

**APPROVED**     **NOT APPROVED**

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# University Food Permit (Page 2)

### ADDITIONAL FOOD SOURCES:

Caterer/Restaurant/ Market	<input type="text"/>	Phone <input type="text"/>	City <input type="text"/>	Email Contact <input type="text"/>
Foods/Beverages Provided: <input type="text"/>				
<input type="text"/>				
Caterer/Restaurant/ Market	<input type="text"/>	Phone <input type="text"/>	City <input type="text"/>	Email Contact <input type="text"/>
Foods/Beverages Provided: <input type="text"/>				
<input type="text"/>				
Caterer/Restaurant/ Market	<input type="text"/>	Phone <input type="text"/>	City <input type="text"/>	Email Contact <input type="text"/>
Foods/Beverages Provided: <input type="text"/>				
<input type="text"/>				

### ADDITIONAL COMMENTS OR DESCRIPTION FOR YOUR FOOD SERVICE (OPTIONAL)

\*\* A Private Event" is: A. Accessible only as an internal event limited to a finite known group who have a like interest that makes them mutually identify with each other as a group, and which is identifiable as a specific entity in the perception of others (i.e. office staff, corporate meetings, birthday parties, wedding receptions, chess club, etc.); AND B. Is not open to or advertised to the general public or campus community; AND C. Does not invite individuals outside the group to attend, or community members, or potential recruits or donors; AND D. Does not, or will not, provide food to anyone outside the group.