



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

APPENDIX C – CAMPUS SPECIFIC PROCEDURES FOR TEMPORARY EVENTS AT IUPUI

1. Scope

In addition to the requirements detailed in the Temporary Event Food Service Program, Appendix C covers requirements and procedures that apply to all University operational areas or property managed by or under the control of Indiana University-Purdue University (IUPUI) and considered part of the IUPUI campus. The requirements apply to all staff, faculty, students and guests of the IUPUI community. These requirements apply to all events where food is served and are either open to the public or are otherwise not considered as an Internal Event, as defined in the Glossary of this Program. For events held on other IU campuses please see Appendix B.

Event organizers who are not sure whether these procedures apply to their event should contact IUEHS at (317) 274-2005 and/or visit our website at <http://ehs.iupui.edu/food-safety.asp>.

2. Planning Requirements

2.1. General Requirement for Events Where Food is Offered or Sold

Events held at a location not currently licensed by the Marion County Public Health Department (MCPHD) where food is offered or sold must be registered as a special event on the IUPUI Special Events website at: <http://www.adfi.iupui.edu/specialevent/> unless the event meets the definition of being an Internal Event as defined within this document. In an effort to provide for the highest level of protection against the outbreak of foodborne illnesses on campus, IUEHS is afforded the right to request a signed copy of Attachment A of this Program for any campus event offering open food regardless of the event classification. Specifications for Food Fundraisers and events where Food is Offered as a Courtesy are detailed in sections below.

2.2 Specific Requirements Where Food is Offered or Sold

In order to plan an Event Open to the Public, organizers have two options.

Event organizers may:

- Use the Campus Food Provider (Chartwells/IUPUI Food Service) for the event at a food service location currently licensed by the MCPHD (Attachment D); or
- Obtain a Temporary Food Establishment License (aka Special Events Permit) from the MCPHD.

2.3 Additional Event Considerations Include:

- Participants must use the Campus Food Provider or, as defined within the IUPUI Food Service Exclusivity Policy (Attachment C), another caterer capable of meeting the Temporary Food Establishment requirements of the MCPHD if approved by the IUPUI Administrator of Food Contract Services or their designee.

- It is the responsibility of the Campus Food Provider or other approved caterer to meet the Temporary Food Establishment licensing requirements of the MCPHD and to obtain licensure prior to the event.
- Currently, the fee for a Temporary Food Establishment license through the Marion County Public Health Department is \$40.00 and must be paid in cash or by money order charge (an additional \$3.00) and is the responsibility of the event organizer unless otherwise agreed upon with the Provider.
- No event may be held without prior licensure.
- **The MCPHD requires that application for a Temporary Food Establishment license be submitted to the agency thirty (30) days prior to the scheduled event.** Additional guidance can be found at: <http://www.mchd.com/fdevents.htm>
- Event organizers are required to submit an IUPUI Special Events Application available at the following link: <http://www.adfi.iupui.edu/specialevent> **at least 14 (fourteen) days prior to the event.**
- Following approval as a special event, the event is required to purchase all foods from the Campus Food Provider unless special exception has been obtained.

3. Fundraiser Activities Involving the Sale of Food

Food fundraisers involving the sale of food on the IUPUI campus are specifically regulated by the Marion County Public Health Department (MCPHD).

Food served at Fundraisers is to be limited to commercially-prepared, precooked pizza. Indiana University's Environmental Health and Safety (IUEHS) in consultation with the Director of Student Involvement or their designee shall designate 14 specific dates throughout the calendar year (7 per semester) at which time approved fundraising activities may be prescheduled. An additional date may be made available on a first-come, first-served basis as decided by IUEHS. Fundraiser dates pre-established for the Spring semester on which no fundraiser event is held may, at the discretion of IUEHS, be carried over to following academic session or semester provided that no more than 15 days of fundraising events are conducted during a calendar year.

IUEHS shall prepare and maintain a calendar of campus student-sponsored fundraising events. The calendar will be made available on-line and/or distributed to interested campus parties or departments including but not limited to the Office of Student Involvement, the Administrator of Food Contract Services and the Director of Purchasing.

In order to plan a Fundraiser event that is in compliance with this policy, food service arrangements must be made by the organizer in the following manner:

- Obtain a Special Events Permit from the Marion County Public Health Department. **The MCPHD requires that application for a Temporary Food Establishment be submitted to the agency thirty (30) days prior to the scheduled event.** Additional guidance can be found at: <http://www.MCPHD.com/fdevents.htm>
- It is the responsibility of the event organizer to meet the Temporary Food Establishment licensing requirements of the MCPHD and to obtain such licensure prior to the event. Sponsors of the event are required to pay the MCPHD license fee. [Currently, the fee for a Temporary Food Establishment license through the Marion County Public Health Department is \$40.00 and must be paid in cash or by money order charge (an additional \$3.00) and is the responsibility of the event organizer unless otherwise agreed upon with the Provider].
- Submit a Special Events Application available at the following link: <http://www.adfi.iupui.edu/specialevent> **at least 14 (fourteen) days prior to the event.**

Notification through the IUPUI Special Events Website is required for all fundraisers involving the sale of food.

- Food service at Fundraiser events must be in strict compliance with the regulations of the Marion County Public Health Department and in accordance with Attachment A of this Program. Event organizers must acknowledge their commitment to abide by the provisions of Attachment A by submitting a signed copy of the Appendix to EHS at least 48-hours prior to the scheduled event. An electronic version of Attachment A for electronic signature is available at the following website: <http://ehs.iupui.edu/food-service-policy-appendix-a.asp>. It is the responsibility of the event organizer to ensure that copies of Attachment A are distributed to event participants prior to the event and to solicit their commitment to abide by the provisions thereof.

4. Food Offered as a Courtesy

Per an agreement between the Indiana State Department of Health, the Marion County Public Health Department and the University, events at which a limited selection of food is offered to event participants as a courtesy (without a charge or donation) will not require licensure by the MCPHD as a Temporary Food Establishment. The event will be overseen directly by the University under the provisions of this program.

In order to qualify, the following criteria must be met:

- The event must be approved by the University.
- The host must either be a recognized student group or an established operating unit of the University.
- The food must be offered without charge, donation-in-return or any other form of monetary compensation.

The food must be limited to one or more of the following:

- Chips and pretzels and dip (i.e. cheese, marinara and other dips that are pre-manufactured).
- Commercially-prepared baked goods (doughnuts, rolls, cookies and cake).
- Commercially-prepared pizza.
- Commercially-prepared, individually-wrapped deli sandwiches.
- Cotton candy.
- Hot dogs with simple condiments (i.e., ketchup, mustard, relish).
- Popcorn, kettle corn, and caramel corn.
- Soft drinks, coffee, juice, milk, ice and shaved ice products (slushies).
- Whole fruits and vegetables or cut fruits and vegetables purchased from a licensed food establishment such as supermarket.

In order to plan an event where food is to be offered as a courtesy, arrangements must be made by the organizer in the following manner:

- Submit a Special Events Application available at the following link: <http://www.adfi.iupui.edu/specialevent> **at least 14 (fourteen) days prior to the event.**
- Food service at the event must be in accordance with Attachment A of this Program. Event organizers must acknowledge their commitment to abide by the provisions of Attachment A by submitting a signed copy of the Attachment to IUEHS at least 48-hours prior to the scheduled event. An electronic version of Attachment A for electronic signature is available at the following website: <http://ehs.iupui.edu/food-service-policy-appendix-a.asp>. It is the responsibility of the

event organizer to ensure that copies of Attachment A are distributed to event participants prior to the event and to solicit their commitment to abide by the provisions thereof.

- All equipment utilized in the service of food under this section (e.g., popcorn, cotton candy, shaved ice machines and serving utensils) must be cleaned and sanitized according to the manufacturer's guidelines between uses.
- Temporary handwashing facilities are to be provided at the point of service for any event involving hotdogs which are assembled on-site by event volunteers. Examples of temporary handwashing facilities can be found at: <http://www.MCPHD.com/pdf/fdpfaq.pdf>

5. Related Documents and Forms

[IUPUI Food Safety Guide](#)

[IUPUI Food Policy FAQ's](#)

[Attachment A – Campus Events Involving the Sale of Offering Food](#)

[Attachment B – Campus-Approved Service Providers](#)

[Attachment C – IUPUI Food Service Exclusivity Policy](#)

[Attachment D – Licensed Food Establishments on the IUPUI Campus](#)

[Food Fundraising Dates](#)

[Additional guidance on IUPUI Special Events](#)

[Chapter 8 of The Code of The Health and Hospital Corporation or Marion County, Indiana](#)