

# Temporary Event Food Service Program

June 24, 2015

## 1. INTRODUCTION

### 1.1. Purpose

Many groups and affiliates within Indiana University participate, organize, and hold events offering the service or sale of food. Due to the nature of food service, any food-related disease outbreak has the potential of affecting a large number of individuals with severe consequences.

This Program is intended to provide guidance for events where food is offered or sold at campus locations not currently licensed or sanctioned by Indiana University's Office of Environmental Health & Safety (IUEHS) or the Marion County Public Health Department (MCPHD) including, but not limited to, events such as: community events, festivals, or student fundraisers.

The purpose of this Program is to promote public health and sanitation by assuring that food provided to consumers within the IU system is safe, unadulterated, honestly presented, and free of biological, chemical, and physical hazards. Campus specific procedures relating to Temporary Event Food Service can be found in the appendices of this document.

### 1.2. Scope

This Program applies to all property owned or operated by IU and its affiliates where public food service in conjunction with an event occurs. It also applies to all staff, students, faculty, and visitors of the IU community.

This program applies 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 accompanying glossary. This Program does not apply to temporary events that utilize contracted Campus Food Providers that are regulated and inspected by a regulatory authority.

## 2. AUTHORITY AND RESPONSIBILITY

**2.1. University Environmental Health and Safety (IUEHS)** is responsible for: the implementation, regulation, and enforcement of this Program. IUEHS will utilize an educational approach in addressing issues or concerns which arise, will work in conjunction with affected parties and may utilize the appropriate regulatory authorities as a resources as necessary. IUEHS reserves the right to deny or refuse food service if event organizers and/or their contracted vendors are not in substantial compliance with this Program. IUEHS will approve or deny applications and registrations upon submittal and review. IUEHS reserves the right to come to any event that submits an application in order to ensure safety and compliance with applicable rules, regulations, and best practices to prevent foodborne illness. If IUEHS staff feel that there is an imminent health hazard associated with the food service for any event, IUEHS will shut down the food service portion(s) of the event.

**2.2. Departments, Groups, and Affiliated Organizations** holding events with food service are responsible for: submitting event applications to the appropriate groups within the established timeframes for review. The event organizers as well as any event employees and volunteers must comply with applicable requirements detailed in this Program, and any additional requirements provided by IUEHS or the Marion County Public Health Department (MCPHD). Event organizers must use best practices and follow applicable food safety rules and regulations, including *Title 410 IAC 7-24: Retail Food Establishment Sanitation Requirements* where applicable, in an effort to minimize the chance of foodborne illness.

**2.3. Contracted and other Non-University Employees** are responsible for: compliance with applicable requirements detailed in this Program, and any additional requirements provided by

IUEHS or MCPHD. Event organizers must use best practices and follow applicable food safety rules and regulations in an effort to minimize the chance of foodborne illness. Outside food service vendors must follow all applicable local, state, and federal food service regulations and ensure that they have met any and all pre-operational requirements from IUEHS, Indiana University's Office of Insurance, Loss Control & Claims (INLOCC) (namely, providing INLOCC with a certificate of insurance with IU named as additional insured), IU's Procurement Services, and any other applicable University policies.

**2.4. Indiana University's Office of Insurance, Loss Control & Claims (INLOCC)** is responsible for: ensuring that vendors meet INLOCC insurance liability and vendor requirements for the service of food and alcohol.

**2.5. Indiana University's Office of Procurement Services, Auxiliary Services** is responsible for: ensuring that vendors are in compliance with departmental policies, contracts, exclusivity, and first right of refusal relating to food service on campus properties.

**2.6. Marion County Public Health Department (MCPHD)** is responsible for: licensing, inspecting, and regulating applicable temporary events with food service at the IUPUI campus.

### **3. PROGRAM ELEMENTS**

#### **3.1. General**

All public food service in Indiana, including those associated with temporary events, is ultimately regulated by the Food Protection Program of the Indiana State Department of Health (ISDH) and, as delegated by ISDH, by local health jurisdictions. IUEHS inspects and regulates the commercial sale and service of food products at all campuses except the IUPUI campus which is currently regulated by the Department of Food and Consumer Safety of the Marion County Public Health Department (MCPHD). The requirements specified within this document are intended to provide guidance for events where food is offered or sold at campus locations not currently licensed or sanctioned by IUEHS or MCPHD. This includes, but is not limited to temporary food service at community events or festivals or student fundraiser events involving the sale of food.

All events open to the public must register and submit appropriate applications for food service prior to their event. Food service at temporary events must be provided by Approved Vendors/Providers. Event organizers must receive approval prior to hosting an applicable event with food service. IUEHS will review each event and make a determination on whether it is approved, denied, or needs additional information submitted before making a determination. All events are subject to inspection, unless explicitly exempt.

Indiana food law and University policies from IUEHS and INLOCC prohibit the sale or service of home-prepared food items to the campus public through food service establishments and at applicable temporary events. This prohibition also includes home-prepared items sold at bake sales and other non-potentially hazardous food items prepared by 'home-based vendors' as defined by House Enrolled Act (HEA) 1309. As defined in the Act, HEA 1309 only allows 'home-based vendors' to sell their food items at farmers markets and roadside stands.

Because we have two separate regulatory authorities over commercial food service in the IU system, we have some slightly different procedures and requirements for these events at different campuses. Those campus specific procedures can be found in the adjoining appendices.

### 3.2. Planning Requirements

In order to plan and hold an event that is open to the public, the food service arrangements must be made by the organizer as described in this Program and in the campus specific procedures provided in the appendices of this Program.

### 3.3. Additional Planning Considerations

University Policies and Contracts: All events must be in accordance with all applicable University policies and procedures such as IU's Office of Procurement Services [Non-Solicitation on Campus – FIN-PUR-21.0](#) and INLOCC's [Requirements for Service of Food and Alcoholic Beverages on Indiana University Premises](#) which covers vendor's insurance requirements and necessary approvals for food and alcohol service. The service of all prepackaged food and beverages must be in accordance with current University-approved service contracts or agreements. Additionally, in the event it is discovered that the Campus Food Provider is not in compliance with appropriate regulatory requirements, the organizer of the event may be required to contract with another food provider.

Location Requirements: Event organizers are required to schedule an appropriate location to hold the event with the appropriate Building Coordinator for the event location. Recognized student groups shall also obtain a separate approval from the [Office of Student Life and Learning \(IUB\)](#), [Office of Student Involvement \(IUPUI\)](#), [Office of Community Relations \(IUPUI\)](#), [Campus Life \(IUS\)](#), [Office of Student Involvement \(IUPUC\)](#), [Campus Life \(IUE\)](#), [Campus Life \(IUK\)](#), [Office of Student Life \(IUSB\)](#), and the [Office of Student Activities \(IUN\)](#) for the location where an event is to be held. Additionally, all events at the IUPUI must be approved by the Special Events Advisory Committee.

Expenses to be paid through the Indiana University Office of Procurement Services: Other than purchases of items that are prepackaged in individual servings and not considered as Potentially Hazardous Foods, Indiana University Office of Procurement Services will not approve a purchase or requisition order for expenditures associated with an Event Open to the Public unless the organizer uses a food provider that has also been approved by Purchasing as being qualified to do business with the University. This includes the provision of required tax and insurance documentation, proven capability to provide the desired product or service, and other appropriate factors. Purchasing develops and maintains a current inventory of responsible and reliable vendors.

### 3.4. Food Safety Guidance for Temporary Events

Below are some basic food safety guidelines for all temporary events.

#### **Food Sources:**

- Only food items from an approved commercial source (grocery, licensed restaurant, etc.) may be used for temporary events. The resale of food items prepared at a licensed food service establishments (e.g. pizza) is acceptable.

#### **Food Handling and Service:**

- Hands must be kept clean. [Frequent handwashing](#) shall occur as needed (prior to food preparation, food service, during, and in-between tasks, after eating, drinking, smoking, and using the restroom, before putting on food service gloves, etc). The use of hand sanitizer is not an acceptable substitute for hand washing.
- Hand washing facilities must be provided at any events where food is assembled, prepared or served. If there is not a permanent hand washing facility on site – a

temporary hand washing station must be set up and available (an urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases to establish a temporary means for handwashing). Additional guidance can be found [here](#).

- There is no bare-hand contact allowed with ready to eat food in Indiana. Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Food service gloves may be worn over properly washed hands so long as they are changed when they become damaged, soiled, or when changing tasks. Hands must be washed prior to placing gloves on hands for food service.
- Clean outer garments and hair restraints (hat, hairnet, and/or visor) shall be worn.
- Smoking, drinking, and eating is not allowed in areas where food is prepared.
- Only healthy workers shall prepare and serve food. Please refrain from participating in temporary food events if you or any of your family members have experienced gastrointestinal flu-like symptoms including nausea, vomiting or diarrhea within 48 hours prior to the event or if diagnosed with any of the following illnesses: Salmonellosis, Shigellosis, Shigella toxin-producing Escherichia coli, Hepatitis A, or Norovirus.
- Foodservice involving the preparation of Potentially Hazardous Foods (PHF) onsite at the event, must be overseen by a Certified Food Handler as defined by *Title 410 IAC 7-22: Certification of Food Handler Requirements*.
- Potentially Hazardous Foods must be stored and displayed at safe temperatures (cold foods at 41°F or below, and hot foods held at 135°F or above) or managed by utilizing 'time in lieu of temperature control'. The utilization of a calibrated and sanitized food thermometer will help determine food holding temperatures.
  - Recommended for cold holding: mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.
  - Recommended for hot holding: ovens, grills, warming cabinets, propane units, chafing dishes with sternos, thermal cambro units, etc.
- In instances when holding food within the proper temperature ranges is not feasible, 'time in lieu of temperature control' may be utilized:
  - Time in Lieu of Temperature Control: Fully-cooked potentially hazardous foods may be held for a period of up to four (4) hours outside of mechanical temperature control provided that the package containing the food item is marked with the time that it is removed from temperature control (e.g. the time that pizza is removed from a pizza oven). Event organizers must be able to demonstrate that a procedure is in place to monitor this time period. The food item must be discarded once the four (4) hour period has elapsed.
- Foods must be protected with a covering to prevent contamination during transportation.
- All food on display must be effectively shielded, covered, or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.
- Ensure that all utensils and equipment used in the preparation or serving of food items have been adequately washed and sanitized prior to use.
- Potable (drinkable) water must be provided from an approved source.
- Ice used to chill food and packaged drinks cannot be used for consumption.
- Proper waste containers with lids must be provided.

#### **4. TRAINING & RECORDKEEPING**

Food Safety Knowledge: Vendors and groups in charge of food service for temporary events shall have knowledge of best practices for food safety and protection. Vendors used for on campus food service shall be compliant with *Title 410 IAC 7-22: Certification of Food Handler Requirements*. Each event preparing Potentially Hazardous Food onsite shall have a designated certified food handler available to ensure the safe serving of food.

Recordkeeping: Submit and maintain a copy of your event application for your own records. It's advised that a copy of the application be retained for a minimum of 90 days. You may also need to retain a copy of the application for purchasing and payment purposes.

## 5. REFERENCES

University Policy on Food Protection

Related University Policies:

[Requirements for Service of Food and Alcoholic Beverages on Indiana University Premises](#)  
[Non-Solicitation on Campus – FIN-PUR-21.0](#)

Regulatory Reference: All applicable food service events open to the public must be in compliance with this Program, other applicable University policies, and [Title 410 IAC 7-24 Retail Food Establishment Sanitation Requirements where applicable](#). Additionally, events at IUPUI may be subject to [Chapter 8 of The Code of The Health and Hospital Corporation or Marion County, Indiana](#). For additional references for retail food establishments, please see the References section in the Retail Food Protection Program document.

## 6. REVISIONS

New Document: June 2015

### APPENDIX A – GLOSSARY

Approved Vendor/Provider includes current on-campus food vendors as well as caterers or other food service establishments that hold a current Monroe County Health Department Permit and/or that are under the inspection authority of a federal, state, or local health department and have been approved for on-campus use by IUEHS, IU's Procurement Services, and the Indiana University Office of Insurance, Loss Control & Claims (INLOCC).

Campus Food Provider means the current on-campus contracted food service vendor or, as approved by the Administrator of Food Contact Services at IUPUI, a commercial caterer or other food service facility that is acting under the inspection authority of a federal, state, or local health department.

Event Open to the Public: For purposes of this Program, an "event open to the public" means any event or function that:

- Is sponsored, organized, or hosted by any group of University students, faculty, or staff and is held on University property, or
- Is sponsored, organized, or hosted by a non-University entity with expressed permission from an appropriate University entity to conduct the event on University property; and
  - Either or both of the following apply:
    - (1) Is intended to be open to anyone without reference to affiliation with the University;  
or
    - (2) Is advertised as being open to the public in any media
- At IUPUI, this includes a Temporary Food Establishment as defined by the MCPHD and in the Glossary of this Program or includes approved fundraisers involving the sale of food as defined in the Glossary of this Program.

Farmers' Market means a common facility where two or more farmers or growers gather on a regular basis to sell a variety of fruits, vegetables, and other farm products directly to consumers.

Food Establishment (as defined in IC 16-18-2-137) for purposes of IC 16-42-5 and IC 16-42-5.2, means any building, room, basement, vehicle of transportation, cellar, or open or enclosed area occupied or used for handling food.

The term does not include the following:

(1) A dwelling where food is prepared on the premises by the occupants, free of charge, for their consumption or for consumption by their guests.

(2) A gathering of individuals at a venue of an organization that is organized for educational purposes in a nonpublic educational setting or for religious purposes, if:

(A) the individuals separately or jointly provide or prepare, free of charge, and consume their own food or that of others attending the gathering; and

(B) the gathering is for a purpose of the organization.

Gatherings for the purpose of the organization include funerals, wedding receptions, christenings, bar or bat mitzvahs, baptisms, communions, and other events or celebrations sponsored by the organization.

(3) A vehicle used to transport food solely for distribution to the needy, either free of charge or for a nominal donation.

(4) A private gathering of individuals who separately or jointly provide or prepare and consume their own food or that of others attending the gathering, regardless of whether the gathering is held on public or private property.

(5) Except for food prepared by a for-profit entity, a venue of the sale of food prepared for the organization:

(A) that is organized for:

(i) religious purposes; or

(ii) educational purposes in a nonpublic educational setting;

(B) that is exempt from taxation under Section 501 of the Internal Revenue Code; and

(C) that offers the food for sale to the final consumer at an event held for the benefit of the organization; unless the food is being provided in a restaurant or a cafeteria with an extensive menu of prepared foods.

(6) Except for food prepared by a for-profit entity, an Indiana nonprofit organization that:

(A) is organized for civic, fraternal, veterans, or charitable purposes;

(B) is exempt from taxation under Section 501 of the Internal Revenue Code; and

(C) offers food for sale to the final consumer at an event held for the benefit of the organization; if the events conducted by the organization take place for not more than fifteen (15) days in a calendar year.

(7) An individual vendor of a farmers' market or roadside stand if the individual meets the requirements of IC 16-42-5-29.

This definition also includes the definition of a 'Retail Food Establishment' as defined in 410 IAC 7-24-79.

Fundraiser means an event organized by a University-recognized student or group where food is sold and the proceeds of which are intended for the benefit of the organizing group.

Home-Based Vendor (HBV) means an individual who has made a non-potentially hazardous food product in their primary residence; is selling the food product they made, only at a roadside stand or farmers' market; and complies with IC 16-42-5-29.

INLOCC means the Indiana University Office of Insurance, Loss Control & Claims.

Internal Event means an event or function that occurs on University property which has not been advertised as being open to the public in any media and where the attendees are limited to the group's internal members.

IUEHS means Indiana University Environmental Health and Safety.

IUPUI means Indiana University-Purdue University Indianapolis.

MCPHD means the Marion County Public Health Department, which is the regulatory authority over retail food service at the IUPUI campus.

Mobile Retail Food Establishment means a retail food establishment that is wheeled, on skids, mounted on a vehicle, a marine vessel; or otherwise readily movable such as a pushcart or trailer.

Operator means the person who has a primary oversight responsibility for operation of the establishment through ownership, lease, or contractual agreement, and who is responsible for the storage, preparation, display, transportation, or serving of food to the public.

Person means an association, corporation, individual, partnership, or other legal entity.

Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety Food (TCS) means any foods that, in order to be safe, must be stored and displayed either at specified temperatures as established from time-to-time by applicable regulatory authorities (currently 41°F or below for cold foods and 135°F for hot foods).

Public Health Official means any official of Indiana University Environmental Health and Safety that has the authority granted by the Indiana State Department of Health to conduct inspections of food establishments and enforce Indiana food sanitation and health requirements as provided in law. On the IUPUI campus this includes both IUEHS and the MCPHD.

Regulatory Authority means the public authority or government agency responsible for exercising autonomous authority over retail food establishments and public food service within their jurisdiction.

Roadside Stand means a place, building, or structure along, or near, a road, street, land, avenue, boulevard, or highway where a home-based vendor (HBV) sells their food product(s) to the public.

TEFSA means a Temporary Event Food Service Application.

Temporary Food Establishment means "A food establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration" as defined in *Title 410 of the Indiana Administrative Code (IAC) 7-24-98* (as enforced by the Indiana State Department of Health) and as referenced in *Chapter 8 of The Code of The Health and Hospital Corporation of Marion County Indiana* (as enforced by the Marion County Public Health Department).

University: means Indiana University and affiliated properties.

## APPENDIX B – CAMPUS SPECIFIC PROCEDURES FOR TEMPORARY EVENTS (IUB, Bradford Woods, IUE, IUK, IUN, IUPUC, IUS, and IUSB)

### 1. Scope

In addition to the requirements detailed in the Temporary Event Food Service Program, Appendix B covers requirements and procedures that apply to all specified areas owned or operated by Indiana University and its affiliates as well as all students, faculty, staff, and guests of the Indiana University community. These procedures apply to events where food service is planned that are either 'open to the public' or are otherwise not 'internal events', as defined in the Glossary of this document. These procedures apply to the following Indiana University campuses/properties: Bloomington (IUB), Bradford Woods, East (IUE, Richmond), Kokomo (IUK, Kokomo), Northwest (IUN, Gary), Columbus (IUPUC, Columbus), Southeast (IUS, New Albany), and South Bend (IUSB, South Bend). These procedures do not apply to events on the IUPUI campus. For events held on the IUPUI campus please see Appendix C.

Event organizers who are not sure whether these procedures apply to their event should contact IUEHS at (812) 855-6311 and/or visit our website at <http://www.ehs.iu.edu/topics/food-protection/index.shtml>.

### 2. Planning Requirements

In order to plan and hold an event that is open to the public, the food service arrangements must be made by the organizer in one of the following ways:

#### 2.1 Vendor Requirements: Use one of the on-campus contracted food vendors for the event.

This includes on campus entities such as:

- Bradford Woods Dining Services
- IUB:
  - i. Residential Programs and Services,
  - ii. Sodexo (IMU),
  - iii. IU Athletics Dining
  - iv. IU affiliated Greek House kitchens
- IUE Dining Services,
- IUK-Rozzi's Catering,
- IUN- Progressive Dining Group,
- IUPUC Dining Services,
- IUS Dining Services, and
- IUSB Dining Services

Use of these vendors exempts the organizers from submitting a TEFSA.

(Note: Some of these vendors and campuses have 'first right of refusal' and exclusivity for food service in their buildings or campuses. Please check with the vendor prior to arranging an event with food service.)

Or,

For the use of any other vendor, complete and submit a TEFSA online [here](#), at least seven days prior to the event. The TEFSA will require the organizer to:

- Submit information about the location, date, and time of the event.
- Describe the processes that will be used to ensure the safe serving of food.



- Use foods and beverages from approved vendor(s) as determined by IUEHS, INLOCC, and IU's Office of Procurement Services.
- If the vendor you wish to use is an IUEHS approved vendor or a current permit holder from the Monroe County Health Department then no additional action is required other than completion and submittal of the TEFSA.
- If the vendor you wish to use is not a current approved vendor and/or located outside of Monroe County, Indiana, contact IUEHS/INLOCC for instructions for adding vendors to the approved list.
- If IUEHS determines that the selected vendor is not in substantial compliance with *Title 410 IAC 7-24*, the organizer of the event will have to choose another vendor.

**2.2 Mobile Food Establishment Requirements:** If using a Mobile Food Establishment at your event, then meet and follow these IUEHS requirements:

- Vendor must first have approval for business and a location on campus through IU's Office of Procurement Services and INLOCC prior to contacting IUEHS for their event.
- Vendor must supply current valid permit from the jurisdiction in which they operate and a copy of their commissary agreement.
- Prior to setting up on campus for the first time, the vendor shall arrange a pre-operational health inspection with IUEHS. If the vendor is located outside of Monroe County, they must also submit a copy of their latest health inspection report. If IUEHS staff are unable to make a site visit for a pre-operational inspection due to time and distance (if occurring on a regional campus for example), then the health inspection reports will be used to determine the compliance status and approval of the vendor for the event.
- Vendor must meet *Title 410 IAC 7-24: Retail Food Establishment Sanitation Requirements* and the requirements in this Program which includes the submittal of a Temporary Event Food Service Application (TEFSA) at least seven (7) days prior to the event.

**2.3 Additional Location Requirements:** In addition to the Location Requirements provided in the Program, event planners should contact Residential Programs and Services (RPS) for events to be held at RPS facilities. Event planners should contact IU Athletics for events held on IU Athletic Properties.

### 3. Related Documents and Forms

- [Temporary Event Food Service Online Application](#)
- [Decision Tree for Temporary Events Open to the Public](#)
- [Guidelines for a Safe Temporary Food Event](#)
- [Food Safety Guidance for On Campus Pizza](#)
- [Food Safety Guidance for Bake Sales](#)
- [Food Safety Guidance for Outdoor Events](#)
- [Guidance for Temporary Handwashing and Dishwashing](#)
- [Bacteria Control Chart](#)
- [Handwashing and Drying Procedures for Food Employees](#)
- [IUB and Regional Food Protection Website](#)
- [Temporary Food Service Provider Compliancy List \(Indiana University Northwest Campus Only\)](#)

## 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:

1. 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
2. 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 of Marion County, Indiana](#)