



BALL STATE UNIVERSITY

TEMPORARY EVENT FOOD SERVICE FORM

NAME OF EVENT: _____

ORGANIZATION: _____

DATE SUBMITTED: _____ NUMBER ATTENDING: _____

LOCATION OF EVENT: _____ DATE(S): _____ START TIME: _____ END TIME: _____

NAME OF GROUP (OR VENDOR) SERVING FOOD AT EVENT: _____

NAME OF *PERSON-IN-CHARGE* OF EVENT: _____ PHONE: _____

ADDRESS: _____ FAX OR EMAIL: _____

MENU (list all food and drinks to be served)	SOURCE OF FOOD (specific grocery, restaurant, etc.)

Important!

- Groups may not serve any food prepared in their homes – *including baked items*
- Any attached temporary food service requirements, or conditions stated below, must be followed
- A “person-in-charge” must be present at all times of food preparation and service

1. What, if any, foods will be cooked at the event? _____

(Potentially hazardous foods must be cooked to the required temperatures for service)

2. How will food be cooked at the event? _____

(Reheated foods must be must be rapidly heated to 165° F prior to serving)

3. How will hot foods be kept hot? _____

(Hot foods must be kept at a temperature above 135° F until served)

4. How will food be kept cold? _____

(Cold foods must be kept at a temperature below 41° until served)

5. How will food be transported? _____

HOW WILL FOOD BE PROTECTED FROM CONTAMINATION DURING STORAGE, PREPARATION, AND SERVICE?

Signature of Person-in-charge: _____ Date: _____

(the Person-in-Charge is responsible for compliance with all food sanitation and safety requirements for the event and must be knowledgeable of those requirements and practices necessary to prevent food-borne disease transmission)

Exemptions: Churches and certain organizations are exempt from the *Indiana Food Code* – Check if you can document that your organization is: ☐ a church, or ☐ a religious, civic, charitable, fraternal, or veteran’s organization that is a legal entity with Internal Revenue Service Code Section 501 status. Documentation will be required.

You must submit this form at least 7 days in advance of the event(s) to:
***Brandon Clidence, Public Health Specialist, Environmental Health and Safety Office, North
Service Building, Ball State University, Muncie IN 47306***
Phone: 765-285-2825 Fax: 765-285-6607 Email: baclidence@bsu.edu

EHS - Approval / Rejection - -Conditions: _____

Signed: _____ BSU Environmental Specialist Date: _____