

Ball State University

Food Safety Policy for Temporary Food Service

Purpose

Ball State University is dedicated to providing a healthy and safe environment for its students, faculty, staff and visitors. The purpose of this policy is to provide safety and sanitation controls for the handling, preparation and serving of foods by any department, organization, or individual at temporary events on University property. This policy is established to be in accordance with, but no less stringent than, the enabling statutes and food safety rules of the Indiana State Department of Health including 410 IAC 7-24, *Retail Food Establishment Sanitation Requirements* and 410 IAC 7-22, *Certification of Food Handler Requirements*.

Scope and Exemptions

The policy applies to all areas owned or operated by the University and to all students, faculty, staff and visitors of the University where temporary food service is planned. Events that offer only pre-packaged food that are not potentially hazardous (such as candy bars, bags of chips, bottled water, popcorn) are not included in this policy. Distributing or selling these items may conflict with this policy or the food service policy of a specific building, so discuss the details of the distribution with the appropriate person making the space reservation.

Internal events are not included in this policy. Internal events are those not advertised and are limited to an organization's members. Examples of internal events include most intradepartmental functions such as holiday pitch-in meals or "treat tables," complimentary meals for a department's staff or faculty and graduates, athletic team meals, recognized student organization meetings not open to the public and similar occasions and events.

Indiana law does provide certain exemptions for churches and religious organizations and 501(c)(3) organizations that are organized for civic, fraternal, veterans, or charitable purposes. Organizations that meet the criteria and are requesting an exemption to this policy must provide supporting documentation when reserving space.

Event organizers who are not sure whether this policy applies to their event or the food being offered should contact the University Office of Environmental Health & Safety (EHS Office) at 765-285-2825.

Planning Requirements

In order to plan an event that is in compliance with this policy, the individual or organization planning the event must comply with the following:

When reserving space on campus, the individual or organization **must** indicate if food will be served and/or sold. The person responding to the request will determine if this policy applies and has the authority to make a determination regarding the appropriate type of space approved for a given event. If the group making the request is a recognized student organization, the Office of Student Life will be notified.

If food is being served and/or sold and it is determined that this is not an internal event, there are two options:

- The individual or organization reserving the space may use a caterer or food service vendor subject to the following:

- University Catering or any of the individual Ball State Dining food service establishments are approved food service providers for all events.
- Other caterers or food service vendors (restaurants, pizza chains, etc., with a proper food service establishment permit and other state licenses) may be used in areas not prohibited by this policy. A **Temporary Food Service Event Form** must be completed and approved before the event can take place.
- Areas where outside caterers or food service vendors may NOT be used without a waiver from the Director of Dining include: L.A. Pittenger Student Center, Alumni Center, Student Recreation and Wellness Center, Recital Hall (AR 217), Fine Arts Building, Letterman Lobby, Architecture Lobby, Bracken Library, E.B. Ball Center, Kitselman Center, Emens Auditorium, Sursa Hall, Pruis Hall, Christy Woods picnic shelter, Benadum Woods, Worthen Arena, Fisher Football Complex and Scheumann Stadium.
- If the individual or organization is not using a caterer or food service vendor, a **Temporary Food Service Event Form** must be completed and approved before the event can take place. The Indiana State Department of Health expressly mandates: “**Food prepared in a private home may not be used or offered for human consumption in a food establishment.**” This prohibition applies to items sold at bake sales. Bake sales locations are limited to the tables at the Scramble Light or Teachers College Concourse. The **Temporary Food Service Event Form** must be submitted to the EHS Office at least seven (7) business days prior to the event. The form will require the organizer to:
 - Purchase all foods from a compliant provider or providers and specify the source of all foods to be served.
 - Work with the EHS Office to ensure that a copy of the selected provider’s most recent regulatory agency inspection report is available for review. If the EHS Office determines that the selected provider is not in compliance with 410 IAC 7-22 and 7-24, the organizer of the event will need to choose another provider.
 - Designate who will be the person-in-charge (responsible for compliance with the food code, food handler health, and knowledgeable of food borne disease prevention) for the food service operations at the event.
 - Specify how the foods will be transported, handled, prepared, protected, and served in conformance with necessary food safety and sanitation standards.

Enforcement

Individuals and/or organizations that violate this policy are subject to an immediate cancellation of the event. Severe or repeated violations may also result in the revocation of privilege to reserve space on campus.