



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- BSU Environmental Health & Safety
Elliott/Wagoner Building, 2100 W. Gilbert, Muncie, IN, 47303
Phone: (765) 285-2825 Email: baclidence@bsu.edu***

EHS – Approval / Rejection - -Conditions: _____

Signed:

BSU Public Health Specialist

Date: