

California State University, Dominguez Hills Foundation

REQUEST FOR EXCEPTION FROM CATERING POLICY

Form Number FDN100

NAME OF ORGANIZATION:	NAME OF INDIVIDUAL TO CONTACT:
DATE OF EVENT:	TIME OF EVENT:
NAME OF EVENT:	CAMPUS LOCATION OF EVENT:

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF THE STUDENT UNION TWO WEEKS (14 DAYS) PRIOR TO THE EVENT

CATERING EXCEPTION (MUST BE COMPLETED IN FULL)

Complete the following section if requesting a **CATERING EXCEPTION**.

Reason an exception is being requested (budget issues will not automatically gain approval-you may need to adjust quantities, items or #'s)
--

Proposed Caterer	Proposed Budget for this event
Caterer:	(Estimate if Necessary)
Address:	
Phone Number:	
License Number:	

POTLUCK

ITEMS ARE CONSIDERED HOME PREPARED & MEET ALL SERVING GUIDELINES

- or -

BAKE SALE / FOOD SALE (FUNDRAISING)

ITEMS MUST BE PROPERLY SERVED IN WRAPPED OR COVERED CONTAINERS - SEALED

Complete the following section if requesting exception for a **POTLUCK** or **BAKE SALE / FOOD SALE REQUEST only**. Check the appropriate box (above) to indicate the type of exception (either Potluck or Bake Sale) being requested.

Food items including condiments (be specific):

Location where food will be prepared:

Storage of perishable food during transport:

Methods of keeping hot foods hot/cold foods cold during service:

All foods must be maintained at a temperature of below 45°F degrees for cold foods and 140° F degrees or above for hot foods.

Non-perishable foods are: Fruit pies, doughnuts, bread, cookies, candies, cakes without custard or whipped cream icing or filling, pretzels, soft drinks, punch, fresh or commercially canned fruit, and peanut butter. Any food high in protein, such as milk and meats, is considered perishable and potentially hazardous. **DO NOT** store or serve acid base foods such as punch, canned fruit, or fruit juices in galvanized containers because a poisonous by product will be formed.

AGREEMENT: For the privilege of selling food on campus, the applicant organization agrees to comply with the rules governing food sales or service (see reverse). Failure to comply with the rules may result in loss of food selling privileges and/or disciplinary action. No liability will be assumed by the University, the Loker Student Union, the Foundation or Dining Services contractor for any food or drink the sponsoring organization provides.

Organization's Chairperson:

DATE SUBMITTED: _____

Advisor/Sponsor: _____

DATE APPROVED: _____

Loker Student Union: _____

DATE APPROVED: _____

CSUDH Foundation: _____

The request when approved by Loker Student Union and the Foundation in conjunction with the approved vendor permit will serve as a permit to operate. Please keep this available at the sales location.

CAMPUS CATERING POLICY (PM 07-05)

Supersedes PM 90-03

Operating under the direction and responsibility of the CSU Dominguez Hills Foundation, Campus Dining Services (including all Retail Dining/Food Operations) and DH Catering have exclusive rights to provide all food services on campus. The Foundation is recognized by the Los Angeles County Health Department as the only authorized and permitted food service provider for the campus. In addition, the Foundation holds the only campus Alcohol Beverage License issued by the State of California.

Any catering activities held on campus must be provided by Campus Dining Services and DH Catering. Exemption from using Campus Dining Services or DH Catering may be considered for campus events held outside the Loker Student Union. An exception request form is available in the Foundation, Campus Dining offices or online. All exceptions must be reviewed by the Director of Commercial Services or designee and consideration for approval will be granted on a case-by-case basis.

It is the responsibility of the Foundation to always ensure that quality food and service is provided at competitive catered prices.

Adherence to this policy shows the campus' commitment to the success of the CSUDH Foundation enterprise.

All campus organizations wishing to sell food must comply with the following conditions to provide for the health and safety of the campus community:

PREPARATIONS: Prevention of food infection or food poisoning is of primary concern. High risk foods are those which are moist and high in protein, such as chicken, turkey, other meat and fish dishes, eggs and dairy products. Custards, cream pies, and salads (such as potato, chicken, turkey, and tuna) are also of concern. Frozen meats should be thawed in the refrigerator, not in room temperature, and cooked immediately after thawing. Cook thoroughly and use a meat thermometer for large roasts, turkeys, etc. Before preparing, mixing or handling ingredients, and/or immediately after using restroom facilities, every person should wash his/her hands and arms thoroughly with soap or detergent and warm water and rinse them in clean water. No person should prepare or serve food if he/she is likely to have a contagious disease or infection (e.g. cold).

STORAGE: Food that is transported from where it has been prepared must be properly protected while in transit. Food should be prepared as soon as possible to the time of serving. If perishables are prepared the night before, they are to be kept cold in a refrigerator, transported on ice, and kept cold until served or heated for serving.

SERVING: All perishable foods or beverages to be served cold are to be kept at or below 45°F degrees after preparation until served. All perishable foods and beverages to be served hot are to be kept at or above 140°F degrees while being served. No article of food or beverages, which has been served previously to any person or returned from any table, will be used in the preparation of other foods or beverages. The serving area and all adjacent areas should be cleaned with soapy water or disinfectant and kept free of litter and rubbish at all times.

RULES GOVERNING FOOD SALE OR SERVICE

1. Temperature Control. Adequate facilities must be provided for keeping cold foods below 45°F degrees and hot foods at 140°F degrees or hotter at all times.
2. Food Protection. Provisions must be made for protecting foods from dust or other contamination during transport, storage, and service by use of covers, plastic wrap, or other suitable utensils. Persons servicing foods must have clean hands, clean outer garments, and not suffer from respiratory, gastrointestinal, or skin infections and are required to wear plastic disposable gloves. Plates, cups, and eating utensils must be single service. Soft drinks or punch must be served from original containers or dispensing equipment approved by the Environmental Health and Occupational Safety Office.
3. Sanitation. Adequate trashcans must be provided for disposal of waste materials. The area surrounding the food service must be kept clean at all times and left in a clean condition at the conclusion of each day's service.
4. Sales or Service Period. Food sales are limited to two (2) consecutive days. Unusual circumstances will be considered on an individual basis.
5. All food permits approved by the Student Union Office must be maintained at the sales or service location.
6. Use of Dining Services kitchens or equipment is strictly prohibited.
7. Cleanup of all food and drink and related items is the responsibility of the sponsoring organization. Failure to do so will result in appropriate cleanup charges.

BASICS FOR HANDLING FOOD SAFELY: Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can not see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four FIGHT BAC™ guidelines to keep food safe:

- Clean – Wash hands and surfaces often
- Separate – Don't cross-contaminate
- Cook – Cook to proper temperatures
- Chill – Refrigerate promptly

STORAGE: Always refrigerate perishable foods within 2 hours. Refrigerate within 1 hour when temperature is above 90°F. Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40°F or below and the freezer at 0°F or below. Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days. Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.

COOKING: Cook ground meats to 160°F; ground poultry to 165°F. Beef, veal, and lamb steaks, roasts, and chops may be cooked to 145°F; all cuts of fresh pork, 160°F.

SERVING: Hot food should be held at 140°F or warmer. Cold food should be held at 40°F or colder. When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often. Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90°F).