

WAU Temporary Food Event Permit

When food is sold or given away by a University organization to persons outside their immediate membership, full compliance with Montgomery County Dept. Health and Human Resources and Maryland state Laws are required.

PROCEDURE: In addition to other university policies, this permit must be completed and approved by the Department of Public Safety (DPS)-Safety Officer office at least 3 weeks prior to the event. If consultation with WAU Facility Services is required for a complex event or special foods, allow extra time. **Please call ahead for an appointment** if you are bringing the form to DPS. Forms will be reviewed regularly by DPS and additional terms may be applied after an initial approval. Permits are subject to revocation by DPS at any time, and if any of the approval conditions are not complied with.

DESCRIPTION OF PLANNED EVENT

Name of Organization _____

Contact Person: Name _____ Phone _____

email _____

Date(s) and location of event: _____

Time(s) food will be served (start) _____ (end) _____

What food dish (es) will be served? _____

LIST INGREDIENTS _____

Where will food be prepared or purchased? _____

Certified Food Services Manager: _____

Time food will be picked up/prepared: _____

How will food be transported? What is the estimated transit time? _____

How will perishable foods be kept hot (above 140 degrees) or cold (below 42 degrees)

AUTHORIZATION:(The following conditions must be met): _____
