



# Food Services Application

Please Print all Information

Sponsoring Organization/Department: _____		<input type="checkbox"/> STAFF		<input type="checkbox"/> STUDENT <i>(Requires Student Activities &amp; Events Signature)</i>	
Event Name: _____	Event Location: _____	Event Date: _____	Event Time: From: _____ to: _____		
Responsible Party: _____		Telephone: _____	e-mail: _____		

I. In order to process your request, you must indicate what foods are being served (you may attach a menu with the foods indicated)  
Food items (all) to be served: \_\_\_\_\_

\* If only serving Pre-Packaged **Sealed** Single-Serving Food Items:  Yes  No If yes, Skip sections II & III. (i.e.: cooked/finished air-tight **sealed** food product - cookies, crackers, chips, any unrefrigerated sealed food item, etc.)

## II. FOOD HANDLING: (Fill in/Check all that apply)

<i>Food will be</i>	<i>Name:</i>	<i>Telephone Number:</i>			
Prepared by: <input type="checkbox"/> Vendor <input type="checkbox"/> Host			Will food be cooked on campus? Yes <input type="checkbox"/> (UHD Permit Required) No <input type="checkbox"/> (If yes, Type of Equipment Used - _____)		
Transported by:					
Served by:	Self Serve: <input type="checkbox"/>	Host Serve: <input type="checkbox"/>	Vender Serve: <input type="checkbox"/>		
How will Food Temperature Be Maintained:	Electric Food Warmer <input type="checkbox"/>	Crock Pot <input type="checkbox"/>	Warmer w/ Sternos <input type="checkbox"/>	Microwave <input type="checkbox"/>	Ice <input type="checkbox"/>
	Other <input type="checkbox"/> (Please Describe) _____				

*Potentially Hazardous Foods: There are certain foods associated with potential food borne illnesses. As a rule of thumb they can be classified as having high water content and provide a place for the growth of bacteria. They include but are not limited to foods of animal origin, products containing whole milk or part milk, eggs, meat, poultry, fish, shellfish or edible crustaceans. To lower the chances of illness on our campus the following foods are not allowed to be served at a public event (unless prepared, transported and served by a city or county permitted facility/caterer):*

- Wild game (i.e., Venison, wild turkey and other non-inspected meat products);
- Home canned products (pickles, relish, etc.);
- Dessert items which have a cream, whipped cream, or custard filling or icing, such as Homemade dessert items such as pumpkin pies, non-fruit pies and éclairs.

*In addition, foods that are potentially hazardous need to be kept at the proper temperatures to reduce these risk factors.*

III. Will the food operation require the use of an **open grill, barbeque pit, sterno or similar fuels or the use of candles** for decor?

Yes  No  If Yes, EHS Office will contact you for more information and to have you fill out an **UHD OPEN FLAME PERMIT FOR SPECIAL EVENTS.**

**I attest that the information on this form is true and my organization/department will abide and agree to follow the guidelines on this application and in the "FIRE/LIFE & FOOD SAFETY GUIDELINES for SPECIAL EVENTS" which addresses these and other issues for this event.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activities & Events Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Please Return Completed Form to: Environmental Health &amp; Safety Office, Facilities Management</b>  University of Houston – Downtown, Suite- South 101, Houston, Texas 77002  Phone: (713) 221-8040 Fax: (713) 221-8986</p>
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**NOTE:** This form must be filled out completely and approved by the UHD EHS Office **Ten (10) Working Days Prior to Event.** You will receive an e-mail confirmation upon approval. You may call (713) 221-8040 with any questions or for more information prior to submitting this form to the Environmental Health & Safety Office.