



Organization Name [input]

Contact Person [input] Phone Number [input]

E-mail Address [input] Estimated Attendance [input]

Event Name [input] Event Date [input]

Event Location [input] Event Time [input]

Please List the Dates & Times for the Following

Event Operation [input]

Event Setup [input]

Event Take Down [input]

Will you be installing a generator for power? Yes No

Will you be installing temporary power? Yes No

Will you be serving food? Yes No

If yes, a Temporary Food Permit Application must be filled out.

Please Provide a General Description of the Event:

[Large empty text area for event description]

Include a site plan drawn to an appropriate scale showing food areas, tent locations, electrical, stages, entrances, and exits.



PLEASE BE ADVISED

If you have a tent or are serving food, an inspection is required by EHSO prior to the event

Carnival

- At least one 5-pound ABC fire extinguisher is required every 75 feet. If the amusement company
- If they are not available, fire safety will provide them.
- All amusement rides shall have a current State of Illinois Inspection.
- A five-wire system shall be used to power the rides.
- No open wiring shall be allowed; all junction box covers shall be in place.
- All retaining pins and bolts shall be in place and secure.

Tents

- At least one 5-pound ABC fire extinguisher is required; more may be required depending on the tent size.
- All tents or sections of tents shall meet NFPA 701 for flame resistance.
- No hay, straw, shaving, live cut trees, or similar combustible materials shall be located within the tent.
- No smoking is allowed inside the tent, and signs shall be posted stating the same.
- No cooking is allowed inside the tent, where people gather or eat. Food warming and cooking demonstrations are permitted.
- If auxiliary heating is to be used, provide documents for the equipment to be used.
- A separate cooking tent is allowed and must be placed 20 feet away.
- Any heating unit or food warming must take place 10 feet from an exit.
- Liquid propane tanks shall be secured.
- If a generator is used for power, it must be placed a minimum of 20 feet away.
 - Tents with sides shall provide the following:
 - Exit signs.
 - Emergency lighting



UIC Temporary Food Permit Application

1. All campus events where food is served or sold to individuals who are not members of your organization must have an approved UIC Temporary Food Event Permit and a completed checklist. The Food Safety Office reviews each Food Permit request and provides guidance to ensure that your event is both safe and successful.
2. This application must be submitted a minimum of 7 days prior to the event for review and approval.
3. A Temporary Food Event is any event involved in serving food items, including but not limited to
 - a. Prepared and packaged food items by an approved food service vendor such as a food store, bakery, restaurant, caterer, or food distributor.
 - b. Home-made food (cheeses, yogurts, pickles, jams, salad dressings, salsa, etc.), reheated or leftover food (soups, chilies, etc.), and baked food items (cake, cookies, etc.) prepared, wrapped, or packaged in a residential kitchen prior to bringing to campus are prohibited.
 - c. Exceptions: UIC Catering Service manufactures prepackaged items, including bottled drinks, individual bags of chips, candy, and traditional baked goods.
 - d. **UIC students or staff who are handling, transporting, displaying, or serving food items must complete ANSI or IL IDPH-approved Food Handler Training, which is readily available via online training companies. (e.g., ServSafe.com, 360training.com, illinoisrestaurants.org)**
4. Events with outside caterers' food events
 - a. Food must be prepared and stored in a licensed commercial kitchen (no homemade food items).
 - b. Purchase food from approved sources, such as grocery stores licensed by the health department. Do not use home-processed foods. Never use home-canned goods. Food should be transported in a clean vehicle and covered or wrapped during this period to protect it from contamination and to maintain its temperature. It is highly recommended that the food vendor deliver the food.
 - c. Food should be covered when displayed for public access or stored in a way that prevents contamination or handling by the public.
5. Mobile Food Vehicle
 - a. Food must be prepared and stored in a licensed commercial food truck.
 - b. A food truck for a party, event, or picnic on the UIC campus must follow mobile food truck safety procedures.
 - c. **Mobile food vehicles must have a valid food establishment or shared kitchen user business license.**
 - d. **A valid City of Chicago or IL Food Sanitation Manager Certificate.**
 - e. **An inspection report within the last year from the State or Local Health Department.**
 - f. **Certificate of Insurance: The additional insured should be Board of Trustees of the University of Illinois, C/O Environmental Health & Safety Office, University of Illinois at Chicago, 1129 S. Hermitage Ave, IL 60612.**
 - i. **Go to this link if you need additional information: <https://www.busfin.uillinois.edu/bfpp/section-6-insurance/determine-minimum-insurance-requirements-vendors>**



Date Submitted Event Date

Requestor Name Requestor Email

Requestor Department Requestor Phone

Temporal Food Event Information

Event Name

Event Location

Estimated Attendance

Is the event closed or open to the campus community? Yes No

Is there an open flame for food preparations? Yes No

Is there a fire extinguisher available? Yes No

Is there a handwashing station available? Yes No

Food Source Information (1)

Caterer / Restaurant / Food Store / Etc.

Phone Number E-Mail

All Food Items

A Location Where Food Will Be Prepared/Served

Date & Time of Preparation

Comments or Descriptions for Food Service (Optional)

Food Source Information (2)

Caterer / Restaurant / Food Store / Etc.

Phone Number E-Mail

All Food Items

A Location Where Food Will Be Prepared/Served

Date & Time of Preparation

Comments or Descriptions for Food Service (Optional)



Food Source Information (3)

Caterer / Restaurant / Food Store / Etc. [input]

Phone Number [input] E-Mail [input]

All Food Items [input]

A Location Where Food Will Be Prepared/Served [input]

Date & Time of Preparation [input]

Comments or Descriptions for Food Service (Optional) [input]

Food Source Information (4)

Caterer / Restaurant / Food Store / Etc. [input]

Phone Number [input] E-Mail [input]

All Food Items [input]

A Location Where Food Will Be Prepared/Served [input]

Date & Time of Preparation [input]

Comments or Descriptions for Food Service (Optional) [input]

Food Source Information (5)

Caterer / Restaurant / Food Store / Etc. [input]

Phone Number [input] E-Mail [input]

All Food Items [input]

A Location Where Food Will Be Prepared/Served [input]

Date & Time of Preparation [input]

Comments or Descriptions for Food Service (Optional) [input]

The applicant agrees that all information is correct and complies with UIC EHSO food safety guidelines and FDA Food Code 2022.

Organizer Name [input]

Date [input]

Signature [input]



Table with 2 columns: Question, Yes, No. Contains 12 food safety checklist items.

Organizer Name
Date
Signature