UMSL Food Permit Application
Temporary Food Distribution Permit

Overview

UMSL has an exclusive contract for food service on campus. Faculty, staff, students, and guests planning events held on campus during which food will be served must contract with Triton Catering/Sodexo to provide the food.

UMSL recognizes that there may be some circumstances when a student organization/department may request to provide food from another source if Triton Catering/Sodexo is unable to provide this service.

Examples of instances in which a Temporary Food Distribution Permit might be granted include:

- Cultural/ethnic celebrations
- Donated food items
- Carry-ins/Pot Lucks
- Weddings/Celebratory Cakes

Permits will NOT be granted for:

- Bake sales
- Any food being sold/resold.
- Food prepared in a location without a county health permit (except carry-ins/pot lucks, see below)

Process and Policies

Cultural/Ethnic Celebrations
UMSL recognizes that authentic food is a key component to the success of many of the ethnic/cultural celebrations hosted on campus. The University recognizes the importance of these events as part of creating and promoting a vibrant campus life. Sodexo is prepared to accommodate requests for ethnic and cultural food by utilizing recipes provided by the customer or customizing a special menu for your event. If Sodexo is unable to accommodate the request for authentic food preparation, a student organization or department may apply for a Temporary Food Distribution Permit.

Donated Food Items
Student organizations/departments often solicit donations from local business to offset the costs associated with hosting a program/event. In order for outside food donations to be utilized during a campus program/event, the student organization/department must apply for and be granted a Temporary Food Distribution Permit and the business donating the goods must meet the requirements outlined in Step 3 of the Instructions section.

Carry-ins/Pot Lucks
Carry-ins/pot lucks do not require a temporary food distribution permit as long as they:

- Are limited to members of a single office/department
- Are a closed event
- Participants are familiar with one another

Carry-ins/pot lucks that do not meet the above criteria should follow the procedures for the Temporary Food Distribution Permit and may require participants to complete a waiver to participate.

Weddings/Celebratory Cakes
Weddings/celebratory cakes hosted within an office/department would fall under the provisions for a carry-in/pot luck event. Cakes for open, University-sponsored events such as retirements, etc. should follow the procedures for the Temporary Food Distribution Permit. Third party rentals are exempt from the Temporary Food Distribution Permit process.
Residential Properties
Faculty, staff, students, and guests planning events in a rental space within Residential Life and Housing properties (Oak Hall, Provincial House, and the International House) during which food will be served must contract with Triton Catering/Sodexo to provide the food. If the event falls under one of the provisions outlined above the organizers should follow the procedures for the Temporary Food Distribution Permit. Long term lease properties (Alpha Xi Delta and Zeta Tau Alpha Sorority Housing) do not require the use of Triton Catering/Sodexo.

Academic Courses
Any academic courses that include preparation of food items as part of the academic experience are not required to complete a Temporary Food Distribution Permit request if the participants are the only individuals consuming the food that they have prepared.

Instructions and Approval Process

Step 1
In order to apply for a Temporary Food Distribution Permit please complete the UMSL Food Permit Application. University approval is required prior to any department/student organization utilizing an outside caterer to cater an UMSL on-campus event.

Step 2
The UMSL Food Permit Application should be submitted to:

Benard Diggs
Director, Millennium Student Center
218 MSC
diggsh@umsl.edu

The application should be submitted at least 14 business days prior to the date of your request.

Step 3
Applicant will be notified of the status of their application within 5 business days of its submission.

If approval is granted for an UMSL Food Permit Application, the department/student organization will receive written confirmation and an UMSL Food Permit to be completed by the department/student organization representative and caterer/business owner. The UMSL Food Permit should be returned to Benard Diggs no later than 3 business days prior to the event. The following must accompany the completed permit:

1. A copy of the Caterer/Business Owner’s current County Health Permit
2. A copy of Commercial Liability Insurance
   - Minimum $1,000,000 combined single limit
   - Minimum $2,000,000 in the aggregate
   - Caterer/Business Owner is required to name Curators of the University of Missouri as an additional insured

The certificate, additional insured endorsement, and Health Permit must be mailed, emailed, or faxed to:

Benard Diggs
Director, Millennium Student Center
218 MSC
One University Blvd., Saint Louis, MO 63121
diggsh@umsl.edu

The provisions outlined above exist to protect the health and safety of our students, faculty, staff, alumni, and guests.
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Department/Student Organization

Date: ____________________  Contact Name: ____________________
Department/Student Organization: ____________________
Email: ____________________  Ph: ____________________  Fax: ____________________

Event Information

Date of Event: ____________________  Time of Event: ____________________  Event Location: ____________________
Description of Event (please include any special conditions that might apply):


Caterer

Caterer’s Legal Name: ____________________  Ph: ____________________  Fax: ____________________
Address: ____________________
Contact Person: ____________________  Email: ____________________  Ph: ____________________

Terms & Conditions

1. Caterer is granted a limited permit for the distribution of food only. This Permit may be terminated or cancelled by the University at any time, in its sole discretion without recourse by Caterer.

2. Caterer must comply with all directives of University authorities.

3. Caterer is solely responsible for the management, preparation, and distribution of its food, including set-up, take-down, and clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit, except as otherwise specifically provided in Permit under “Special Conditions.”

4. Caterer is responsible for providing any and all equipment and personnel necessary to conduct its business except for the specific obligations of University contained within the Permit under “Special Conditions.”

5. Caterer is responsible for obtaining all required licenses or permits and fully complying with applicable federal, state, local laws and regulations as well as all pertinent University policies. This includes:

6. Caterer shall defend, indemnify and hold harmless the University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys’ fees, losses, or liabilities, arising out of or in any way connected with this Permit including, without limitation, claims for loss or damage to property, or for death or injury to any person or persons.

7. Caterer, at its sole cost and expense, must insure its activities. At least one (1) week prior to the commencement date for use of University facilities, Caterer must furnish to all relevant documents showing caterer’s compliance with the University’s insurance requirements.

1. A copy of the Caterer’s current County Health Permit
2. Copy of Commercial Liability Insurance
   a. Minimum $1,000,000 combined single limit AND Minimum $2,000,000 in the aggregate
   b. Caterer is required to name Curators of the University of Missouri as additional insured

8. Caterer may not assign or delegate this Permit to any third party without specific written permission of the University.

9. This permit is governed and interpreted under the laws of the State of Missouri.

10. This Agreement and any terms of a catering contract that are not inconsistent with this Agreement represent the entire Agreement between the parties with respect to the subject matter hereof and supersede all prior offers and negotiations, both oral and written. It may not be amended or modified in any respect whatsoever, except in writing as authorized by both parties. The Terms & Conditions of this Agreement govern and are not subject to change by reason of any terms stated on Seller’s invoice, catering contract or other document provided by Seller.

Caterer Signature

As an authorized representative of the caterer, I understand the Terms & Conditions governing the UMSL Temporary Food Distribution Permit. I agree that I will be able to meet the Terms & Conditions above if the application is approved.

______________________________  Caterer’s Name (print)  ____________________
Caterer’s Signature  Date

Campus Representative

Sponsor’s Signature: ____________________  Date: ____________________