

FOOD/CATERING WAIVER FORM

Monroe Community College and the MCC Association, Inc. have set forth the following policies/procedures pertaining to food distribution by anyone other than our on-campus dining vendor, Sodexo.

(Please complete this form at least TWO WEEKS prior to an event.)

General Guidelines

- ✘ The college's food service provider, Sodexo, has been contracted to provide exclusive catering services to Monroe Community College and the MCC Association, Inc. Unless specific approval is obtained in advance from Sodexo and the Director of the MCC Association, Inc., no other food vendors or food products may be sold or distributed on the MCC Campus.
- ✘ Food brought in from home for general public distribution/sale is absolutely prohibited.
- ✘ Individually pre-wrapped food items from an approved facility (a commercial/retail establishment or a restaurant with a Monroe County Health Permit) are always ok for meetings and distribution as long as they remain pre-wrapped. You are not required to obtain a temporary food permit if the food is individually pre-wrapped and never comes into contact with any sources of contamination. You are, however, required to obtain an authorized and approved Food Waiver Form.
- ✘ If you are purchasing items (take-out) from an area restaurant to be consumed immediately by a set group of individuals, no temporary food permit is required (such as at the Residence Halls, Office Party, Club Meeting). Once again, however, you are required to obtain an authorized and approved Food/Catering Waiver Form. (Note: * Since pizza cannot be prepared and/or served on the Damon City Campus, this item (pizza only) is allowed for any gathering, without completing a Food/Catering Waiver Form, as long as it is to be consumed immediately. A waiver will continue to be required to bring in pizza from an off-campus vendor on the Brighton campus, and requestors will be encouraged to work with Sodexo before checking with an off-campus vendor.)
- ✘ Any off-campus restaurant providing and serving food to be consumed/distributed/sold to the MCC campus must also have the word "Catering" listed on its health certificate (usually hangs on the wall of the restaurant), e.g., Outback Restaurant and Catering Company. Again, you are required to obtain an authorized and approved Food/Catering Waiver Form.
- ✘ It is imperative that food brought on campus according to the guidelines above be kept at acceptable temperatures in accordance with safe-handling guidelines. In other words, cold foods must be kept refrigerated and hot items must be kept at minimally safe temperatures for hot items.

Individual Food Station Procedure

1. The first step in this process is to request this waiver form. The request to distribute off-campus food will be reviewed by the Director of Dining Operations, the Director of the MCC Association, Inc. and when appropriate, the Director, Office of Student Life and Leadership Development. They will notify you of their acceptance by returning a copy of this form to you for your files.
2. Anyone (other than our college-contracted food vendor, Sodexo) setting up a temporary food station, i.e., a place where food is prepared or handled and served to the public, with or without charge, and which operates at a fixed location in conjunction with a single event or celebration of not more than 14 consecutive days duration, for general distribution of food to the college community/outside community would need to do the following:
 - ★ Obtain a food/catering waiver form from the Office of Student Life and Leadership Development, duly signed by the Directors of Dining Services for Sodexo and the MCC Association, Inc.
 - ★ Obtain a temporary food permit, obtained from the Monroe County Health Department (753-5553) - Monday through Friday, 8:30 a.m. - 4:30 p.m. They are located at the MC Health Department, Food Protection Section - Room 1020, 111 Westfall Road, P. O. Box 92832, Rochester, NY 14692. *A food permit must be obtained for each food booth in operation during an event.* The cost* of each permit varies depending on the timeframe of the event, i.e., 1 day event - \$25; 2-3 day event - \$40; 4-14 day event - \$52.50; *low-risk* only - \$25 for up to 14 days. An additional \$16 is added for late requests (requests must be made 10 days in advance to avoid a late fee). (When serving *low-risk* foods [next page], it is not necessary that a Certified Food Worker be present to distribute the food as long as a Temporary Food Permit is obtained. However, proper sanitation, maintaining correct temperatures and avoiding bare hand contact with any ready-to-eat foods is urged to prevent contamination.)
 - ★ A Certified Food Worker, i.e., someone who has taken the required course and holds the documentation card certified by the Monroe County Health Department, would need to be on the premises and be responsible for the oversight of any food booth relative to safe food handling. A Level II Certified Food Worker six-hour class is taught by the Monroe County Health Department. To register, please call 753-5869. The cost for this certification is \$95.* (*prices may change without notice.)

Please turn this page over and complete all information on the following page. Failure to complete entire section will result in the form being returned to you for completion. Thank you for your cooperation. Please call Tricia Storms at 292-2532 if you have any questions or comments, or email her at pstorms@monroecc.edu.

Please turn the page over and complete.



Application for Food/Catering Waiver

Event Title: _____
(Please be specific – if it is a workshop, please list the group involved and the topic of the workshop)

What is being served? _____
(Please be specific, e.g., if a pizza is requested, we need to know what toppings are requested, etc.)

Name of organization/department responsible: _____ Date and time of event: _____

How many people will be attending? _____ Are attendees college community or general public? _____

Name of person completing this form? _____ Phone number to contact: _____

Does this event require a Temporary Food Permit? Yes No Temporary Permit Issued on: _____

If yes, name of person holding the CFW certification: _____ Certification Card Issued: _____

Director of Dining Services for Sodexo: _____

Signature and Date

Director of the MCC Association, Inc.: _____

Signature and Date

Is this event being held by and/or sponsored by a Club or Organization relating to the Co-Curricular Program? _____ Yes _____ No
If yes, signature below is also required, in addition to those above.

Director of the MCC Office of Student Life and Leadership Development: _____ Date _____

For your information, listed below are the foods that do not require a certified food worker (C1 or C2) when a Temporary Food Permit is obtained. They are listed as low-risk foods.

- Pizza – cheese only or cheese and pepperoni only. *(Pizza with fresh vegetables, Italian sausage and all other toppings does require a certified food worker.)*
- Beverages
- Bloomin' Onion
- Candy and/or Candy Bars (commercially wrapped)
- Candy/Caramel Applies
- Cookies
- Corn on the Cob
- Cotton Candy
- Crepes w/yogurt and/or fruit
- Donuts, muffins, bagels (and any other pastries not requiring refrigeration)
- French Fries
- Fried Dough, Fried Vegetables, Fried Cookies/Twinkies
- Fruit Pastries, Fruit Pies
- Funnel Cakes
- Garden Salads (pre-portioned in covered containers)
- Ice Cream (commercial, including soft serve, hard dip and novelties)
- Nachos
- Nuts
- Peanut Butter and Jelly Sandwiches
- Popcorn/Kettle Corn
- Pretzels, Potato Chips, Corn Chips, etc. (commercially pre-packaged)
- Salt Potatoes
- Sno-cones
- Sugar Waffles

*Note: 1) All menu items are subject to review and approval by permit issuing official. 2) While listed food items do not require a certified food worker, except where noted, care must still be taken to keep conditions sanitary and to avoid bare hand contact with any ready-to-eat foods.