



FROM: Cheryl L. Radzvilowicz, R.S.
Environmental Health & Safety

RE: Late Temporary Food Service Event Registration Application Fee

DATE: 12/3/2014

The Department of Environmental Health & Safety (EHS) offers information and support to ensure that all food service establishments, including Temporary Food Service Events (TFSE), are held to the same consistent standard, and are operated in a safe and sanitary manner, helping to reduce the risk of a foodborne illness outbreak and ensure a safe food supply on campus.

All food served to the public (regardless if there is a fee or not) must be approved by EHS. Each organization serving food to the public **must complete and submit a TFSE application to our office at least ten (10) business days prior to the event.** Good communication is essential for a smooth application process, enabling us to issue a timely approval and help ensure a safe and successful event. In addition, this allows all TFSE Coordinators adequate time to complete our mandatory food safety training. TFSE applications submitted with less than ten (10) business days notice may not be approved. Upon application approval, a permit will be issued which must be placed in an area visible to the public during the event.

Please be advised that effective November 1, 2004, all late TFSE applications received by EHS that are approved will be subject to a late fee. Student Organizations and University Departments will be charged \$10.00 per event. All non-University Organizations and Outside Caterers will be charged \$25.00 per event.

Please note that **fully** utilizing University Dining Services Catering exempts all organizations from having to submit a TFSE application, however, if they are only used for part of the event (for example, just purchasing food from University Catering) EHS must receive a TFSE application. All off-campus caterers must have a valid food license or permit from their local health department. A copy must be provided with the TFSE application, if it is not already on file in our office.

The [TFSE application](#), including safe food handling information and [guidelines](#) are available at: the EHS office located on 3102 Horsebarn Hill Road, Unit 4097, Storrs, Connecticut 06269-4097 Monday-Friday from 8:00 am - 5:00 pm or at our website: <http://www.ehs.uconn.edu/forms/index.php>. For more information on food safety or the TFSE application process, please contact our office at (860) 486-3613.