

**UNIVERSITY OF WISCONSIN- MADISON
FACILITIES USE GUIDELINES**

SUBJECT: Temporary Food Sales in UW Madison Buildings and on University Lands.

FROM: University Health Services, Environmental Health Program

DATE: December 2015 (replaces Feb.8,1996 and Dec. 6, 1984)

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The sale of foods by Registered Student Organizations and University Departments can take place at approved temporary food stands in the lobby areas of UW Madison buildings and on university grounds, subject to the following conditions and procedures.

There are three key elements that are part of any request for a temporary food stand:

LOCATION:

- ∞ A request for an **indoor** location must be submitted and approved by the appropriate building manager. A list of building managers is available at <https://fpm-www1.fpm.wisc.edu/smoasp/FacilityName.asp>
- ∞ A request for an **outdoor** location must be submitted to and approved by the Central Reservations Office (CRO).

PERMIT:

- ∞ To sell food and/or beverages, a temporary **food stand** permit must approved and issued by the Environmental & Occupational Health Office prior to the requested sales date. Only registered student organizations are qualified to obtain TFS permits. Permits are issued at the 8th floor cashiers desk, University Health Services, from 8 am to 4:30 pm, Monday-Friday. The cost is \$5.00. Permits are issued for a specific building or UW Madison grounds.
- ∞ Permits for the sale of **ready to eat** foods, (foods that do not require further cooking at the food stand; such as bagels, pizza, doughnuts, canned/bottled soda and juices, chips, and whole fruit) will be issued for up to five (5) days of per semester.
- ∞ Permits for the sale of **prepared** items that involve cooking or grilling (such as brats, burgers, pancakes or eggs) will only be issued for up to three (3) days per academic year. In addition, temporary food stands that involve cooking or grilling are required to have "Special Events Insurance". Information about this insurance is available from the Office of Risk Management, 720 University Avenue, 608-262-8926, or at the Risk Management website: www.bussvc.wisc.edu/risk_mgt/brochure.html.

NOTE: Temporary food stands used for on-site food preparation including cooking or

grilling must have a roof, ceiling, sidewalls, and covered floors, as well as screened food preparation areas, hot water, and sinks for utensil/dish washing and hand washing as required by Wisconsin State Code.

FOOD:

- ∞ Home-prepared foods cannot be sold or served to the general public.
- ∞ Food may be obtained from The Wisconsin Union, University Housing or an approved licensed food vendor. A listing of approved vendors can be found at the Office of Risk Management website www.bussvc.wisc.edu/risk_mgt/risk_mgt.html under the “Certificates of Insurance” section.
- ∞ Grilled meats are limited to pre-formed hamburger patties, steaks and pre-cooked meats (such as pre-cooked brats, sausages and chicken breasts). All hamburgers must be cooked to at least 155 degrees F throughout to prevent pathogenic *E. coli* infections. The grilling of raw chicken is not allowed.

EXEMPTIONS:

A Temporary Food Stand permit is **NOT** required for:

- ∞ Distribution of non-potentially hazardous prepackaged “free” samples or donated “ready-to-eat” snacks associated with special events or promotions. (See policy P8: UW-Madison: Policies Governing Advertising, Commercial Use, Incentives, Acceptance of Gifts, Sponsorship, and the Use of University Names and Marks).
- ∞ Picnics, luncheons or pot luck parties where food is provided by or purchased by organization/department sponsors and/or members, and the event is **only open to members and guests. No exchange of money can take place at these events.**

To sell food items on “non-university” property (including State Street Mall and city sidewalks on campus) a food stand permit needs to be obtained from the Public Health Madison & Dane County (608-242-6515).

For additional information contact the Environmental Health Program office at 608-890-1992, or via email at: eoh@uhs.wisc.edu