The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the Faculty Council website.

This policy is in accordance with University Policy UA-08, Establishing University Policies.

Scope

This policy applies to all operational areas of property owned or operated by the University and to all staff, faculty, students, and guests of the University community. This policy applies to events that are either open to the public or are otherwise not Internal Events, as defined herein, and where food service is planned.

Policy Statement

Public food service within the State of Indiana is regulated by the Food Protection Program of the Indiana State Department of Health (ISDH) and, as delegated by the ISDH, by local jurisdictions. The commercial sale of food products at IUPUI is currently regulated by the Department of Food Safety of the Marion County Health Department (MCHD). The Department of Food Safety enforces an ordinance modeled after federal and state food protection regulations and is found in Chapter 8 of The Code of The Health and Hospital Corporation of Marion County.
Reason for Policy

From time to time, approved IUPUI student groups and others affiliated with the IUPUI campus participate in various events, including fundraisers, which involve the sale of food to students, faculty, staff, and the public. Any sale of foodstuffs may present an opportunity for the spread of communicable and foodborne illnesses. Due to the nature of food service, any food-related disease outbreak has the potential of affecting a large number of individuals. IUPUI had promulgated this policy in order to exercise oversight with respect to the events within the scope of this policy so that all food products intended for human consumption and offered for sale on campus are managed in a manner to address the risk of foodborne illness.

Fixed food service operations on the IUPUI campus are currently licensed by the MCHD and are inspected by the agency on a frequency appropriate for the nature of the food served. This policy is intended to provide guidance for events involving the sale of food that are not currently licensed or sanctioned by the MCHD including, but not limited to, temporary food service such as those seen at community events and festivals or student fundraiser events that involve the sale of food.

Exceptions/Exclusions

This policy does not apply to Internal Events which include most intradepartmental functions such as holiday pitch-in meals or “treat tables,” complementary meals for a department’s faculty, prospective students or graduates, recognized student organization meetings, campus service projects with donated food and the like.

Event organizers not sure whether or how this policy applies should contact EHS at 274-2005.

Procedures

A) Requirements for Temporary Food Establishments

In order to plan an Event Open to the Public that is in compliance with this policy, food service arrangements must be made by the organizer in the following manner:

- Use the IUPUI-approved on-campus contracted food service vendor for the event at a food service location currently licensed by the MCHD.

or

- Food service outside physical locations on campus currently licensed by MCHD requires licensure as a Temporary Food Establishment by MCHD (e.g., the sale of grill items in the courtyard in front of or adjacent to the Student Activity Center). Use the IUPUI-approved on-campus contracted food service vendor or, with the expressed approval of the Administrator of Food Contract Services, another Provider capable of meeting the Temporary Food Establishment requirements of the MCHD.

It is the responsibility of the Provider to meet the Temporary Food Establishment
licensing requirements of the MCHD and to obtain such licensure prior to the event. Foodservice at such an event must be overseen by a Certified Food Handler as defined by the ISDH. No event may be held without proper licensure.

- Submit a Special Events Application available at the following link: [http://www.adfi.iupui.edu/specialevent](http://www.adfi.iupui.edu/specialevent) at least seven (7) days prior to the event.

- **The MCHD requires that application for a Temporary Food Establishment be submitted to the agency thirty (30) days prior to the scheduled event.** Additional guidance can be found at the following link: [http://www.mchd.com/fdevents.htm](http://www.mchd.com/fdevents.htm)

Following approval by the Special Events Advisory Committee, the event is required to purchase all foods from the Provider unless special exception has been obtained. In the event that the organizer plans to serve both catered foods and foods or beverages which are not Potentially Hazardous Foods that are prepackaged in individual servings, the latter category of food may be purchased from any licensed retail source.

The service of all prepackaged food and beverages must be in accordance with current University-approved service contracts or agreements (Appendix B).

In the event it is discovered that the Provider is not in compliance with the appropriate regulatory requirements, the organizer of the event may be required to contract with another Provider.

**Service of home-prepared food is prohibited at events unless covered by this policy.**

**B) Requirements for Fundraiser Activities Involving the Sale of Food**

The Director of Campus & Community Life or his/her designee in consultation with appropriate recognized student organizations shall designate 16 specific dates throughout the calendar year at which time approved fundraising activities may be prescheduled. An additional 13 dates may be made available on a first-come, first-served basis as decided by the Fundraiser Advisory Committee.

The Director of Campus & Community Life or his/her designee shall prepare and maintain a calendar of campus student-sponsored fundraising events. The calendar will be made available on-line or distributed to interested campus parties or departments including, but not limited to, the IUPUI Department of Environmental Health and Safety, the Administrator of Food Contract Services, and the Director of Purchasing.

Food served at Fundraisers is to be limited to baked goods prepared by participants such as cookies, snack cakes, and similar baked goods with are not considered potentially hazardous foods, commercially-prepared pizza and/or prepackaged (packaged at a licensed food service operation) food items which are not considered as potentially hazardous in individual servings as defined herein, or as specified in Appendix A.

In order to plan an Event Open to the Public that involves the sale of food as part of a Fundraiser that is in compliance with this policy, food service arrangements must be made by the organizer in the following manner:
• Submit a Special Events Application available at the following link: [http://www.adfi.iupui.edu/specialevent](http://www.adfi.iupui.edu/specialevent) at least seven (7) days prior to the event.

Following approval by the Special Events Advisory Committee, food service at Fundraiser events must be in strict compliance with Appendix A of this policy. Organizers of such events must acknowledge their commitment to do so by submitting a signed copy of the appropriate guidelines to EHS prior to the event. It is the responsibility of the event organizer to ensure that copies of Appendix A are distributed to event participants prior to the Event and to solicit their commitment to abide by the provisions thereof. A copy of the approval notice issued by the Special Events Advisory Committee is to be maintained on-site at the event location for the duration of the Fundraiser.

**Service of home-prepared food provided at events must be in strict compliance with Appendix A of this policy.**

### C) Other Event Considerations

**Expenses to be paid through IUPUI Department of Purchasing Services (Purchasing):**

Other than purchases of items that are prepackaged in individual servings which are not considered as potentially hazardous foods, Purchasing will not approve a purchase or requisition order for expenditures associated with an Event Open to the Public unless the organizer has used a Provider that has also been approved by Purchasing as being qualified to do business with the University. This includes the provision of required tax and insurance documentation, proven capability to provide the desired product or service, and other appropriate factors. Purchasing develops and maintains a current inventory of responsible and reliable vendors.

**Location requirements:**

Event organizers, including recognized student organizations, are required to schedule an appropriate location to hold the Fundraiser with the appropriate Building Coordinator for where the event is to be held. All other events must be approved by the Special Events Advisory Committee.

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**Definitions**

**EHS:** IUPUI Department of Environmental Health and Safety

**Event Open to the Public:** For purposes of this policy, an “event open to the public” is any event or function that:

- Is sponsored, organized or hosted by any group of University students, faculty or staff;
- Is held on University property;
- Includes a Temporary Food Establishment as defined by the MCHD and this policy or includes approved fundraisers involving the sale of food as defined in...
this policy;

- And either or both of the following:
  1. Is intended to be open to anyone without reference to affiliation with the University; or
  2. Is advertised as being open to the public in any media.

**Fundraiser:** An organization exempted from state gross income tax under applicable legal authority may offer food for sale at an event for the benefit of the organization without meeting the requirements of state or local food regulations provided that:

  1. Members of the organization prepare the food to be sold.
  2. The organization (IUPUI) conducts no more than 30 days of events in a calendar year.*
  3. The name of each member who prepared the food item must be attached to the container in which the food item has been placed.

*According to regulatory interpretation, a single event on any given day constitutes a day towards the maximum number of days available. Multiple events on any given day also constitutes a single day.

**Fundraiser Advisory Committee:** The Fundraiser Advisory Committee (for the purpose of selling food) shall be comprised of the Director of Campus & Community Life, or his/her designee, and a representative of a recognized student organization as designated by the Undergraduate Student Government.

**Internal Event:** An event or function where the attendees are limited to the group’s internal members that occurs on university property.

**Potentially Hazardous Foods:** Foods that, in order to be safe, must be stored and displayed either refrigerated (41°F or below for the cold foods such as custard, mayonnaise-based food, and the like) or heated (135°F or above for cooked meats, casseroles, hot side dishes, and the like.)

**Provider:** The current on-campus contracted food service vendor or, as approved by the IUPUI Administrator of Food Contract Services, a caterer or other food service facility that is under the inspection authority of a federal, state or local health department.

**Temporary Food Establishment:** “A food establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration” as defined in Title 410 of the Indiana Administrative Code (IAC) 7-24-98 (October 13, 2004) (as enforced by the Indiana State Department of Health) and referenced in Chapter 8 of The Code of The Health and Hospital Corporation of Marion County Indiana (as enforced by the Marion County Health Department).

**University:** Indiana University and properties thereof administered by IUPUI.
Sanctions

Enforcement of this policy is delegated to the IUPUI Department of Environmental Health and Safety. EHS will utilize an educational approach in addressing issues or concerns arising from the application of this policy, will work in conjunction with affected parties and may utilize the appropriate regulatory authorities as a resource as necessary. The IUPUI Department of Environmental Health and Safety is empowered to halt any unauthorized event or any event found not to be in substantial compliance with the provisions of this policy.

Contact Information

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(This section may be modified to include responsibilities if necessary.)

Forms

Not provided - will be updated during review process.

Web Addresses

Title 410 of the Indiana Administrative Code (IAC) 7-24, Retail Food Establishment Sanitation Requirements as enforced by the Indiana State Department of Health. [http://www.in.gov/isdh/regsvcs/foodprot/food_laws.htm](http://www.in.gov/isdh/regsvcs/foodprot/food_laws.htm)

Chapter 8 of The Code of The Health and Hospital Corporation of Marion County, Indiana. [http://www.hhcorp.org/brd_code.htm](http://www.hhcorp.org/brd_code.htm)

Related Information

Additional guidelines on IUPUI Special Events can be found at: [http://www.adfi.iupui.edu/specialevents/se_forms.asp or by calling 274-2642](http://www.adfi.iupui.edu/specialevents/se_forms.asp or by calling 274-2642).

IUPUI Campus Administrative Policy IN-FIAD.EHS.06A – Recognized Student Organization Fundraiser Events Involving the Sale of Food

IUPUI Campus Administrative Policy IN-FIAD.EHS.06B – Memorandum regarding Campus-
Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

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Communications

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