University departments may self-cater and host "pot-luck" style catering only under the following conditions:

- The only attendees are employees of the department;
- Anyone cooking or handling food for the self-catered Event must comply with the USDA's food safety guidelines found here: https://www.fsis.usda.gov/sites/default/files/media file/2021-02/7 Steps Community Meals.pdf; and
- The department must complete the Self-Catered Event Form, maintained by the Office of the Vice President for Business Affairs and found here: https://businessaffairs.ufl.edu/events/permitting/, which shall be retained for ten days.

Departments seeking to hold self-catered Events that do not comply with these conditions cannot do so without the express authorization of the Vice President for Business Affairs or designee. Requests for such authorization are submitted through the Vice President for Business Affairs Event Permitting System found here: https://businessaffairs.ufl.edu/events/permitting/.

Department Name			
Name of Event	D	Date of Event	
Contact Name	Email Address		
Food Prepared & Served ¹	Contact Person	Phone	
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¹ Please use an additional sheet of paper or the back of this form if additional space is needed to document all prepared food items at the event.