

# UF UNIVERSITY of FLORIDA SELF-CATERED EVENT FORM

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](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/event-resources/>. This form shall be retained for ten days after the date of the event by the department. While it is not a requirement to submit this form to Business Affairs, the form will be required by Environmental Health and Safety and the Florida Department of Health in the event there is a complaint of potential food borne illness.

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 \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Food Prepared & Served <sup>1</sup>	Contact Person	Phone

<sup>1</sup> 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.