



Temporary Food Service Policy

The sale or distribution of food and/or beverages to the general campus community may take place in the lobby areas of UW-Madison owned or leased buildings and on university grounds, subject to the following conditions and procedures:

Application and Food Stand Requirements:

A. Organizations or businesses shall obtain authorization and/or a license from the Environmental & Occupational Health Unit (EOH) and/or UW-Madison Risk Management when they:

- 1) sell food and/or beverages *OR*
- 2) give away or offer unpackaged non-potentially hazardous foods *OR*
- 3) give away or offer packaged potentially hazardous foods

B. All food handlers shall read and comply with the EOH Temporary Food Stand Requirements available online at <https://www.uhs.wisc.edu/eoh/food-safety/>.

C. All food service operations are subject to inspection to confirm compliance with the State of WI Food Code and Temporary Food Stand Requirements.

D. Authorization and/or license must be applied for online at <https://www.uhs.wisc.edu/eoh/food-safety/> at least two weeks prior to the event.

E. Authorization and/or a license is required for each separate food service location.

F. The authorization and/or license is issued for a specific building or UW Madison grounds location, organization or business, food, and time.

G. Any changes to the application shall be pre-approved through EOH.

H. EOH shall be notified of cancelations prior to the event.

I. Toilet facilities shall be provided for people who attend the event. Toilet requirements are posted on the EOH website.

Nonprofit and Charitable Organizations:

A. Examples of nonprofit and charitable organizations are: UW-Madison registered student organizations and departments, non UW-Madison affiliated nonprofit organizations, and other charitable groups.

B. Nonprofit and charitable organizations may be exempt from obtaining a temporary food license and associated fees if the following are met:

- 1) Comply with application and food stand requirements listed in section above
- 2) Obtain authorization from EOH and UW-Madison Risk Management through online application system
- 3) Serve or sell food for no more than twelve (12) days per fiscal year
- 4) Comply with UW-Madison Risk Management's approved food vendor and insurance policies



For-Profit Organizations or Businesses:

- A. The cost of a temporary restaurant or retail license is \$170.00 per fiscal year. Limits apply for number of events an organization or business can hold under these licenses.
- B. EOH accepts temporary and/or mobile restaurant/retail licenses from the Department of Agriculture, Trade, and Consumer Protection (DATCP).
- C. If a food service operation does not have a license from DATCP, they are required to obtain a license through EOH. Food vendors are required to have their original license posted in the public's view at their food service location. Food service operations that do not have proof of license will be required to obtain a license from EOH (\$170 fee charged at time of inspection) or cease selling food.
- D. All operations are subject to inspection from EOH to confirm compliance with the State of WI Food Code (ATCP 75 & ATCP 75 Appendix) and Temporary Food Stand Requirements. Operations without an EOH license may be charged a \$30 inspection fee.
- E. For-profit organizations or business shall notify the EOH Department of the event at least two weeks before the event. The following information shall be provided to the EOH at the time of notification: name of food service operation(s), list of food the operation will be serving/selling, and a copy of the operation's license(s) from EOH or DATCP, location and time of event.
- F. For-profit organizations and business shall comply with UW-Madison Risk Management's approved food vendor and insurance policies.

License Exemptions:

Authorization from EOH and/or a license may NOT be required for*:

- A. Distribution of *free* "ready-to-eat, pre-packaged, non-potentially hazardous" food items associated with special events or promotions. Examples of these types of food items include candy bars, or individual bags of chips that have been purchased from approved licensed vendors. Whole fruits, such as oranges and bananas, are also considered "ready-to-eat", but are not required to be pre-packaged or individually wrapped.
- B. Picnics, luncheons or pot luck parties where food is provided by or purchased by an organization/department sponsors and/or members, and the event is only open to members and limited to 50 participants. Money cannot be taken in exchange for the food and donations cannot be collected.

*Please note that you may still need approval from UW-Madison Risk Management, even if you meet the requirements listed in (A) and (B) above.



Other Department Approvals:

Public Health Madison & Dane County

To sell food items on non-university owned or leased property (including State Street Mall and city sidewalks on campus), a temporary restaurant or retail license shall be obtained from Public Health Madison & Dane County & Madison City Clerk's Office.

Union and Housing Catering Agreement:

When holding a food event on property owned or leased by the University you shall first contact the Wisconsin Union or University Housing to determine whether they can cater the event.

Risk Management:

If UW-Madison University Housing or Wisconsin Union cannot provide food for your event, select an approved vendor from the Office of Risk Management website www.bussvc.wisc.edu/risk_mgt/risk_mgt.html under the "Certificates of Insurance" section. 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, 21 N. Park Street Suite 6101, (608) 262-8926, or at the Risk Management website.

Space Reservations:

The Campus Event Services Office (CESO) assists in planning and coordinating events and campus activities in the Memorial Union, Union South and other campus buildings. It offers event planning, room reservations, food selection, technology and room set-up, and campus facilities and outdoor spaces reservations. CESO does NOT reserve spaces within any University Housing building. For all space requests within University Housing, please use 608-265-9989 or email reserve.space@housing.wisc.edu.

For additional information contact the EOH Office at (608) 890-1992 or eoh@uhs.wisc.edu.

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608.890.1992 | uhs.wisc.edu/eoh