

### Monroe Community College/MCC Association, Inc. Food Waiver Form

Monroe Community College and the MCC Association, Inc. have set forth the following policies/procedures pertaining to food distribution by anyone other than our on-campus dining vendor, Aramark.

#### General Guidelines

- ✘ The college's food service provider, Aramark, has been contracted to provide exclusive catering services to Monroe Community College and the MCC Association, Inc. Unless specific approval is obtained in advance from Aramark and the Director of the MCC Association, Inc., no other food vendors or food products may be sold or distributed on the MCC Campus.
- ✘ Food brought in from home for general public distribution/sale is absolutely prohibited.
- ✘ Individually pre-wrapped food items from an approved facility (a commercial/retail establishment or a restaurant with a Monroe County Health Permit) are always ok for meetings and distribution as long as they remain pre-wrapped. You are not required to obtain a temporary food permit if the food is individually pre-wrapped and never comes into contact with any sources of contamination. You are, however, required to obtain an authorized and approved Food Waiver Form.
- ✘ If you are purchasing items (take-out) from an area restaurant to be consumed immediately by a set group of individuals, no food permit is required (such as at the Residence Halls, Office Party, Club Meeting). Once again, however, you are required to obtain an authorized and approved Food Waiver Form.
- ✘ Any off-campus restaurant providing and serving food to be consumed/distributed/sold to the MCC campus must also have the word "Catering" listed on its health certificate (usually hangs on the wall of the restaurant), e.g., Outback Restaurant and Catering Company. Again, you are required to obtain an authorized and approved Food Waiver Form.\*

#### Individual Food Station Procedure

1. The first step in this process is to request this waiver form. The request to distribute off-campus food will be reviewed by the Director of Dining Operations, the Director of the MCC Association, Inc. and when appropriate, the Director of the Campus Center. They will notify you of their acceptance by returning a copy of this form to you for your files.
2. Anyone (other than our college-contracted food vendor, Aramark) setting up a temporary food station, i.e., a place where food is prepared or handled and served to the public, with or without charge, and which operates at a fixed location in conjunction with a single event or celebration of not more than 14 consecutive days duration, for general distribution of food to the college community/outside community would need to do the following:
  - ★ Obtain a food waiver form from the Campus Center Office, duly signed by the Directors of Dining Services for Aramark and the MCC Association, Inc.
  - ★ Obtain a temporary food permit, obtained from the Monroe County Health Department (Ruth Casey at 753-5553) - Monday through Friday, 8:30 a.m. - 4:30 p.m. They are located at the MC Health Department, Food Protection Section - Room 1020, 111 Westfall Road, P. O. Box 92832, Rochester, NY 14692. *A food permit must be obtained for each food booth in operation during an event.* The cost of each permit varies depending on the timeframe of the event, i.e., 1 day event - \$25; 2-3 day event - \$40; 4-14 day event - \$52.50; low-risk\* only - \$25 for up to 14 days. An additional \$16 is added for late requests (requests must be made 10 days in advance to avoid a late fee).
  - ★ A Certified Food Worker, i.e., someone who has taken the required course and holds the documentation card certified by the Monroe County Health Department, would need to be on the premises and be responsible for the oversight of any food booth relative to safe food handling. (\*When serving low-risk foods [see Pat Burdick in the Campus Center for a complete list], it is not necessary that a Certified Food Worker be present to distribute the food as long as a Temporary Food Permit is obtained. However, proper sanitation and avoiding bare hand contact with any ready-to-eat foods is urged to prevent contamination.) A Level II Certified Food Worker six-hour class is taught by the Monroe County Health Department. To register, please contact Mary Bischoff at 753-5869. The cost for this certification is \$95.

Event Title: \_\_\_\_\_ What is being served? \_\_\_\_\_

Name of organization/department responsible: \_\_\_\_\_ Date of event: \_\_\_\_\_

Name of person completing this form? \_\_\_\_\_ Phone number to contact: \_\_\_\_\_

Does this event require a Temporary Food Permit?  Yes  No Temporary Permit Issued on: \_\_\_\_\_

If yes, name of person holding the CFW certification: \_\_\_\_\_ Certification Card Issued: \_\_\_\_\_

Director of Dining Services for Aramark: \_\_\_\_\_ Signature and Date  
Director of the MCC Association, Inc.: \_\_\_\_\_ Signature and Date

Is this event being held by and/or sponsored by a Club or Organization relating to the Co-Curricular Program? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, signature below is also required, in addition to those above.

Director of the MCC Campus Center: \_\_\_\_\_ Date \_\_\_\_\_

\* low risk includes pizza with only pepperoni and cheese.