Food and Special Events Permit, and Bake Sales Summary

The Environmental Health & Safety office of Risk Management Department offers permits and guidelines for various events on campus relating to food and the use of fire (typically for food purposes). Below is a summary of what is needed for the different events and groups.

Bake Sale Guidelines
Bake sales do not need a permit from the office of Environmental Health and Safety, but groups must follow the new bake sale guidelines and applicable information below.

- The Texas Department of State Health Services’ regulations allow folks to sell food goods without a commercial license (for food vendors) provided:
  1) They were not made in a commercial establishment (must have a license to resell goods and the places where you can buy goods are not intended for resale), and
  2) The proceeds are for a charitable cause (not for private gain).

- Bake sale goods may not contain spoilable ingredients or those with high moisture content such as cream cheese, whipped cream or fruit toppings, etc. (that require temperature control). If spoilable ingredients are needed, see the Food Permit section below.

Student groups: Student organizations are required to coordinate their bake sales through the student life office, so notification is not required with EH&S. Student Groups that are registered as non-profit organizations are deemed to be charitable by the Texas Department of State Health Services.

Faculty/Staff Groups: Need to notify EH&S by email whenever they host a bake sale or other food related fundraiser. A simple email with the group name, date, time, and purpose will suffice. We need groups to be informed of the guidelines, and the email notification of the fundraiser is an acknowledgement they will adhere to the guidelines. This includes for example valentine’s candy sales, food related raffle items, etc.

Temporary Food & Special Events Permit
- Selling and distributing (give away for free) spoilable ingredients foods (items with high moisture content, or requiring hot/cold temperature control) requires a food permit.
  - This applies both to Students and Faculty/Staff groups.
- This permit addresses flames used for food heating and authorizes the group to cook food onsite (if needed). It also addresses candles and other special events related flames. With this revision, a separate hot work permit is no longer required for food or special event related flames.
- If food is commercially prepared and will utilize flames for temperature control, or the group will be serving it, they will need this permit.