



**SAINT LOUIS
UNIVERSITY™**

Student Involvement Center
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St. Louis, MO 63103

Recommended Procedures for Student Organization's Food-Related Events

Saint Louis University chartered and recognized student organizations are hereby advised that the City of St. Louis requires specific procedures to be followed for food-related events which are held outdoors, that is *not* provided by DineSLU. Please review all the information below before proceeding with any food-related event and be hereby advised that should the organization go through with the event without obtaining the necessary authorization from the City of St. Louis, the event is subject to shutdown without notice.

Step 1.

Public or Private

The first step is to determine whether or not your event is public or private. Private does not mean only Saint Louis University students; it is public even when SLU students are in attendance. Your event is considered public if:

(a) You hold it in a place that is accessible to the public. A private place would be a classroom, a meeting room, a space open to only specific members of an organization, etc. A public place would be a place such as but not limited to: the Quad, the Campus Recreation Center pools, the front lawn of a residence hall, the patio behind the BSC.

(b) You advertise it publicly on campus via methods such as but not limited to: The University News; SLU TV, KSLU, SLU Newslink; flyers, banners or stake signs posted on campus; the SGA Mailer, the 'Groups' site, or the television screens in the BSC.

If your event is private, you do not need a Temporary Food Permit. If your event is public, proceed to Step 2. If you are not certain as to whether your event is considered public or private, you should contact the Student Involvement Center in the Busch Student Center Suite 319.

Step 2.

Apply for a Vendor's Permit or Waiver

Go to the City of St. Louis License Collector's Office, 1200 Market St., Room 104 (314-622- 4528). You should bring the following information with you when you go to this office:

- (a) If you are a Chartered Student Organization, with a Saint Louis University account/fund, please visit the Student Involvement Center to obtain a copy of the Saint Louis University 501(c)(3) Federal Income Tax exemption letter. If you have this documentation with you, you will avoid having to pay any fees for your vendor's permit and will instead receive a waiver document. If you are a student organization that does *not* have a Saint Louis University account/fund, you may be able to obtain a 501 (c)(3) Federal Income Tax exemption letter from the regional or national office of your organization.

- (b) A document on SLU letterhead containing the name of the event, a brief description of the event, the date of the event, the duration of the event (if it will last more than one day), the location of the event, and the name and contact information for the event coordinator.

If you have questions about applying for a vendor's permit or waiver, contact the License Collector's Office at 314-622-4528.

Step 3.

Apply for a Temporary Food Permit

Once you have obtained a vendor's permit or waiver, you must apply in person at **least 2 business days** in advance of your event for a Temporary Food Permit. Go to the St. Louis Health Department-Food Control Services Office, 1520 Market, Room 4051, St. Louis, MO 63103. You should bring the following information with you:

- (a) Your vendor's permit or waiver, as obtained from the License Collector's Office.
- (b) A completed Application & Acknowledgement of Responsibility Form and accompanying List of Food Items to be Sold or Given Away.
- (c) A picture I.D. (driver's license, state I.D., military I.D., etc.)
- (d) A copy of the Saint Louis University or other 501(c)(3) Federal Income Tax exemption letter.
- (e) A \$50 money order.

Miscellaneous Information

- Temporary Food Permits are issued to operate at one location identified on the permit for a maximum of 14 days. You will need a new permit for each event, unless you have a series of events that are part of a larger event (i.e. two days of a pizza sale during a philanthropy week).
- A copy of the Requirements for Operating a Temporary Food Establishment can be found in the Student Involvement Center.

- Should you be granted a temporary food permit, you are expected to follow all of these requirements. If the city inspector visits your scheduled event and find your event to be non-compliant, your event may be shut down.
- If you have specific questions about obtaining a Temporary Food Permit, please contact the St. Louis Health Department-Food Control Services Office at 314-657-1539.

Again, please be advised that if you do not receive proper authorization from the City and follow the stated guidelines related to preparation of your food and conduct of your event, your event may be shut down without notice by a city inspector or Saint Louis University.

If you have general questions about these procedures, please contact the Student Involvement Center at slustudentorgs@slu.edu.