

Appendix A

FOOD PERMIT SELECTION CHART

Instructions: Choose the column that describes your event. Read column(s) downward.

Choose Event Type	On / OFF Campus	Food Permit Determination
Private Event (Private Group or SBU Dept./Group)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	NO EHS Food Permit Required
Campus Community Event (Open to Campus Community & INVITED Guests Only)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	EHS Food Permit Required
Public Event (Open to General Public)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	SCDHS Food Permit Required

1. Permit" issued by SCDHS.
2. External Food Providers who are heating up and/or serving food are required to have an "Off-Premise Catering Permit" issued by SCDHS).