



# Bake Sale Fundraising Permit

**For when you want to raise money for your organization by selling baked goods or other food items!**

Instructions

- Please read all terms and conditions prior to filling out this form.
- The Dining Services Bake Sale/Fundraising Permit must be completed by any sponsor that intends to hold a bake sale/fundraiser on University property.
- Food prepared for a bake sale or fundraising activity must be sold at a location reserved through University Scheduling and Conference Services at least 5 business days prior to submission of this form.
- After this form is completed by the sponsoring organization with their Advisor's approval signature, this form should be returned to University Scheduling and Conference Services to obtain the remaining approval signatures.
- A copy of the original form with all signatures will be distributed to each party that has signed the form by University Scheduling and Conference Services. University Scheduling and Conference Services will keep the original permit form on file.

Sponsor's Information

Date: \_\_\_\_\_ Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Campus E-mail: \_\_\_\_\_

Event Information

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

**Describe completely all food items to be sold as well as how prepared and packaged. (Use attachment as necessary to accurately and completely describe). Vague or incomplete descriptions will delay approval of this form:**

Terms and Conditions

- Food prepared for a bake sale or fundraising activity must be sold at a location reserved through University Scheduling and Conference Services at least 5 business days prior to submission of this form.
- Food products that require thermal support (kept refrigerated or be kept warm to remain safe for consumption) cannot be sold or given away as part of the bake sale or fundraising activity.
- Food products sold must be individually wrapped at the original point of preparation and be reasonably protected from unnecessary handling or other airborne contaminations.
- If home-prepared food products are sold, then a notice stating the food product is "Home Prepared/Not Inspected" must be prominently displayed at the point of sale.
- The sponsor is granted a limited permit for the distribution of food. This permit may be terminated or cancelled by University at any time, at its sole discretion, without recourse by the sponsor.
- The sponsor must comply with all directives of University authorities.
- The sponsor is solely responsible for the management, preparation, and distribution of its food; including set-up, service, supervision, take-down, clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit.
- The sponsor is responsible for providing any and all equipment and personnel necessary to conduct its business.
- If not affiliated with the University, then the sponsor shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this permit including, without limitation, claims for loss or damages to any property, or for death or injury to any person or persons.
- If not affiliated with the University, then the sponsor will provide a certificate of insurance demonstrating the sponsor's ability to meet University insurance requirements.
- The sponsor may not assign or delegate this permit to any third party without specific written permission of the University.
- This permit is governed by and interpreted under the laws of the State of Minnesota.
- Future permission to engage in similar activities is contingent upon compliance with these terms and conditions.

Recognized Student Organization Signature

As an authorized representative of the sponsor, I agree to the Terms and Conditions governing the Dining Services Bake Sale/Fundraiser Permit.

_____	_____	_____	_____
RSO Advisor's Signature	Date	Sponsor Contact	Date

Campus Review and Approval

\_\_\_\_\_ Date \_\_\_\_\_

University Scheduling and Conference Services

OFFICE USE ONLY Form sent electronically to:  
Rob McGinn, Jonathan Kirchner, Stacy Stoldorf, Sponsor, Advisor

DATE SENT \_\_\_\_\_ INITIALS \_\_\_\_\_