

Grilling Permit Request

Note: For consideration, this permit request must be received at least two weeks prior to the **Event Date**.

Recognized Student Organizations, University Departments and the General Public may be allowed to hold grilling activities in designated approved areas on campus, in conjunction with an approved sanctioned University event, by making a request through University Scheduling and Conference Services (219 Centennial Student Union).

EVENT INFORMATION	Event Name:		EMS Reservation Number:
	Event Date(s):	Start Time:	End Time:
	Event Location:		Estimated Number of Guests:
	<input type="checkbox"/> This is a members only event (closed to the general public). <input type="checkbox"/> This is a public event (open to the general public).		
	List or attach a menu of food and beverage to be served:		
SPONSOR INFORMATION	Contact Person:		
	E-mail:		Telephone:
	Department/Organization:		
PERMIT GUIDELINES	Food Handling Guidelines <ul style="list-style-type: none"> The University has an exclusive pouring rights contract with Pepsi. As part of this agreement, the Food Operator agrees to sell and serve only Pepsi products throughout the University campus All grilling operations shall be operated in compliance with the Minnesota Department of Health food codes. Foods cooked on the grill should be immediately served or stored in clean containers with covers, if not immediately served; to protect the food from dust, insects, rodents, and other forms of contamination. Meat should be kept on ice at a temperature below 40 degrees until cooked. Care must be taken when serving food so server's hands are properly washed and the serving area remains sanitary. No animals are allowed within 20 feet of any food serving area. Service animals are exempt. 		
	Fire Protection Guidelines <ul style="list-style-type: none"> All grilling operations shall not block building exits or interfere with walkways. Grills shall be located a safe distance from event attendees on a firm, flat, and stable surface. All grilling operations shall be located in well-ventilated areas at least 50 feet away from any building or structure; including overhangs, tents, or canopies. One five (5) pound ABC fire extinguisher shall be readily available when using any grill. When a University Dining Services' grill is provided, a University Dining Services employee will be required to light the grill and attending to the grilling. 		
	Grilling Activity Guidelines <ul style="list-style-type: none"> Grills shall not be left unattended and shall not be relocated once the grill has been lit or is hot. Personnel shall use long utensils and ensure all loose clothing and long hair is secured or tied back to avoid coming in contact with an open flame. Cleaning of the area after grilling is mandatory. Ensure all trash is picked up and disposed of properly; any grease residue is wiped up, and all waste/left over food is disposed of properly. 		
	<p align="center">See Reverse Side of Form for Additional Grill Safety Guidelines</p>		
	Sponsor: <input type="checkbox"/> I have read and understand the permit guidelines and I agree to the terms and conditions. Sponsor Signature: _____ Date: _____		

OFFICE USE ONLY	Dining Service's Equipment	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dining Services Director's Signature:
	Licensed Vendor's Equipment	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	University Scheduling Director's Signature:
	Sponsor's Equipment	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	EHS Director's Signature:

Additional Gas Grill Safety Guidelines

- Liquid Propane (LP) is an odorless gas. Ethyl Mercaptan is an ingredient added to propane, which permits it to have an odor. The added ingredient allows the user to recognize that the propane cylinder is leaking. A “rotten egg” smell indicates a gas leak.
- Always follow the manufacturer’s instructions when connecting or disconnecting a gas grill.
- By cleaning and performing general maintenance on a gas grill, it can assist in keeping them safer to use.
- Check tubes leading to burners for any form of blockage. Check hoses for cracks, leaks or brittleness. Ensure that there are no sharp bends in hoses. If cracks or leaks appear in hoses, follow manufacturer’s suggestions to check for leaks and replacement of damaged hoses.
- Make certain that propane cylinder does not have any dents, gouges, bulges, and leaks, fire damage or rust. Cylinders should be replaced if any of these signs are evident.
- All open flames including cigarettes are required to be kept a minimum of 25’ away from gas grill.
- Always store propane cylinders in a secured upright position.
- Make certain that the propane cylinder has an over-fill prevention device.
- Do not store propane cylinder in a hot car or area that can be exposed to high heat. High temperatures will force the gas pressure to increase and possibly open the relief valve – filling the area with gas.
- Always make certain that the control knobs for the gas grills are in the OFF position prior to igniting and when storing grill. When grill is not in use, knob on propane cylinder should be in the OFF position as well.
- If gas grill fails to light on first attempt, turn the burner control off and allow the gas to dissipate prior to trying again.
- If the fire on the burners of a gas grill goes out during cooking, turn all of the knobs to the OFF position. Open lid and wait five minutes before attempting to relight.
- Always start gas grills with the lid in the open position. Gas can collect if the lid is down which can create an explosion when grill is lit.

Additional Charcoal Grill Safety Guidelines

- Use grill in a well-ventilated area.
- Follow the manufacturer’s instructions for use printed on the side of the bag.
- Only self-lighting charcoal is to be used. At no time is lighter fluid or any other accelerants to be utilized in the grilling process on campus.
- Always store the charcoal away from heat and open flame in a closed container or bag, and in a well-ventilated area.
- When you are finished grilling, let the coals completely cool before disposing transferring into a metal container prior disposal

Inclement Weather Policy

University Dining reserves the right to have the permit cancelled or postponed due to the possibility of inclement weather to ensure the safety of our staff and guests. A determination of the weather will be looked at 24 hours in advance and see if there is a threat of severe weather or significant rainfall. It is strongly encouraged to have an alternative plan. As a reminder, if you have a scheduled rain location with University Scheduling, they require a 24 hour notice of the event.