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).

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| --- | --- | --- |
| EVENT INFORMATION | Event Name: | EMS Reservation Number: |
| Event Date(s): | Start Time: | End Time: |
| Event Location: | Estimated Number of Guests: |
| List or attach a menu of food and beverage to be served: |
|  SPONSOR INFO | Contact Person: |
| E-mail: | Telephone: |
| Department/Organization: |
| PERMIT GUIDELINES | **Food Handling Guidelines*** The University has an exclusive contract with Pepsi. therefore, only Pepsi products can be sold or served on campus.
* All grilling operations shall be operated in compliance with the Minnesota Department of Health food codes.
* Meat should be kept on ice at a temperature below 40 degrees until cooked.
* Care must be taken when serving food. All server’s hands must be washed, and the serving area must remain sanitary.
* 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.

**Fire Protection Guidelines*** All grilling operations shall be in well-ventilated areas at least 50 feet away from any building or structure; including overhangs, tents, or canopies. Grilling operations must be sure to not block any exits/entrances or walkways.
* One five (5) pound ABC fire extinguisher shall be readily available when using any grill.
* When a University Dining Services’ grill is provided, a Dining Services employee will be required to do all grilling.

**See Reverse Side of Form for Additional Grill Safety Guidelines**Sponsor: I have read and understand the permit guidelines and I agree to the terms and conditions. Sponsor Signature: Date:  |

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| --- | --- | --- | --- |
|  OFFICE USE ONLY | Dining Service’s Equipment | Approved:  Yes  No | Dining Services Director’s Signature: |
| Licensed Vendor’s Equipment | Approved:  Yes  No | University Scheduling Director’s Signature: |
| Sponsor’s Equipment | Approved:  Yes  No | EHS Director’s Signature: |

# Additional Gas Grill Safety Guidelines

8-09-2022

* Liquid Propane has an added ingredient to help recognize that the propane cylinder is leaking. A “rotten egg” smell indicates a gas leak and must be turned off immediately, then thoroughly investigated.
* 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.
* 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.

# 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.