

## **FACILITIES USE FOOD HANDLING GUIDELINES**

- **Facilities Use – Internal Requests (departments)**
  - If a PO is being used to purchase food from a vendor, please include the PR or PO number in the “Event Information” section of the FUR. Additional documentation/permits not required.
  
- **Facilities Use – Internal Requests (student clubs)**
  - If a PO is being used to purchase food from a vendor, please include the PR or PO number in the “Event Information” section of the FUR.
  - Clubs can only sell or give away prepared or pre-packaged food to district employees and students and should have at least one Food Handlers Permit for any person at the event helping with the food.
    - Student Life is responsible for insuring that each student event that is handling food has a current San Bernardino County Food Handlers Card.
  
- **Food Trucks or Food Vendors (department sponsored)**
  - Vendors must complete a San Bernardino Community College District Community Application/Rental Contract for Use of SBCCD Owned Facilities (CA). The CA packet must include:
    - Valid San Bernardino City business permit (or receipt showing paid in full if vendor is outside of the San Bernardino jurisdiction).
    - Valid San Bernardino County Health Permit.
  
- **Food vendors hired by an outside organization that completed a CA**
  - No additional documentation is required.
  
- Only pre-packaged food such as chips, candy bars, sodas, water, etc. can be sold at an event that is open to the public or outside groups.
- Any event for which non-pre-packaged food is being sold/given away or includes outside groups or the public, a San Bernardino County Health Permit is required. This includes purchasing food from a vendor and reselling or giving it away.