



Environmental Health & Safety Department

600 Lincoln Avenue
Charleston, Illinois 61920-3099

217-581-7608 phone
217-581-5716 fax

To: Academic Advisor to the Unusual Event Sponsor

From: Gary Hanebrink, Campus Safety Officer

Re: Food Sanitation and Unusual Events Form Submittals

Date: August 13, 2012

The University and Coles County Health Department (CCHD) require that organizations or groups sponsoring food preparation and distribution to the *public* are required to obtain a temporary food sanitation license. The term *public* includes, but is not limited to, a select group of people not associated by employment with EIU. University departments hosting a departmental event for their employees are not required to provide a food sanitation license.

The submittal of an unusual event form is not required when:

The event is held in a classroom or lounge [a closed secure area] with less than 30 people in attendance. However, events held in public areas such as hallways, atriums, etc. *must* submit an Unusual Event form.

An Unusual Event form is required for all other styles of arrangements for an event. The Unusual Event Form provides information to any supporting departments(s) that provide service for the event. [i.e. Building Service Worker for clean up]

The responsibility of obtaining and following these requirements rests upon the advisor of the University organization. Proof of completion of obtaining a food sanitation license and inspection must be provided before an Unusual Event Form will be signed by the Environmental Health and Safety Department. To expedite your Unusual Event Form submit CCHD's temporary food sanitation permit application two weeks prior to the event date. If less than two weeks from date of event, then a \$50 late fee will be charged.

The address of the Coles County Health Department is:

Mr. Ron Bradley or Ms. Gloria Spear
Coles County Public Health Department
825 18th street
Charleston, Illinois 61920
(217) 348-0530

Website:

www.coles.il.us/cchd/index.html
tab on left, click "Environmental Health";
in middle of page, click on "EIU Temporary
Permit Application". For events off-campus,
click on "Temporary Permit Application".

FOR AUTHORIZATION OF UNUSUAL EVENT FORM, RETURN THE UNUSUAL EVENT FORM AND SANITATION APPROVAL LETTER FROM THE CCH DEPARTMENT TO THE EIU'S CAMPUS SCHEDULING DEPARTMENT IN THE MLK UNIVERSITY UNION.

If there are any questions contact the EHS Department at 581-7068.

cc William Weber, Vice President for Business Affairs
Dan Nadler, Vice President for Student Affairs
Gail Abrams-Aungst, Associate Director of Housing & Dining Services for Panther Dining
Freddie Hall, Assistant Director, Business/Scheduling Office of MLK University Union
Kelly Partenheimer, Space Administrator, Business/Scheduling Office of MLK University Union
Dan Stretch, Administrator, Coles County Health Department