

# Hot Food & Bake Sales

At least one member within the organization must have attended a Hot Foods Workshop conducted by the City of Long Beach Department of Health and Human Services

## Hot Food Sales

See your Student Life and Development (SLD) Advisor for a Program Regulation Clearance (PRC) process. Event must be approved 2 weeks prior to event.

Reserve the University Student Union Southwest Terrace, the only approved area for hot food sales, with the USU Conference & Events Center, USU-221, (562) 985-5205.

Reserve canopy, food thermometer, and fire extinguisher from SLD.

Notify the Manager at Surf City Squeeze of your food sale one day prior to event (make sure to have extra set of utensils as it will be difficult to have access to Surf City sink)

If food preparation is needed, i.e., chopping up lettuce and tomatoes, you must do so within the enclosed food booth. Be sure to sanitize your knives and cutting boards.

### Equipment need for the day of the event:

Fire extinguisher  
5 gallon water container with tap/spout and hot water  
Hand soap (in a pump that foams, not waterless soap)  
Bucket for dirty water collection  
Paper Towels  
Gloves (throw-away latex)  
Cooler(s) for food/ice  
Cooking and Serving Utensils (as well as an extra set of these)  
Chaffing dishes with sternoes to keep food hot while waiting to be sold/served

## Bake Sales

Bake Sales must be reserved at least 5 business days in advance.

Underlined locations below must be reserved with Cynthia Schultheis at the Multicultural Center, FO3-003, (562) 985-8150. There is no fee to rent tables and chairs for these locations.

**Bold locations below must be reserved with the SLD Office, USU-215, (562) 985-4181. There is a \$2.50 fee to rent tables and chairs for these locations.**

### Approved areas for Bake Sales:

- In front of the 49er Statue Courtyard
- Psychology Building Brick Wall
- Multicultural Center
- **College of Business Administration East Courtyard**
- **Designated area west of the main entrance to the Family and Consumer Sciences Building**
- **Designated area immediately east of PE1, next to the International Crossroads sign**
- **The University Library Patio immediately east of the main entrance**