

Potluck

Your package contains:

- Food Service Request Form
- Guidelines for Potlucks
- Hand Washing Procedures
- Special Events Application
- Special Events Checklist from KFL&A Public Health

NOTE: Please be aware that your event is a potluck if:

The food is provided by and for the consumption of those attending the event. This is distinguished from a small group of persons providing food to a larger group; in such cases authorization from the Health Unit is required.

There is no charge of admission or sale of food/non-alcoholic beverages.

Attendance is limited to the group involved and not offered to the public – must be strictly private.

The steps listed below should be followed prior to your event:

- Book your room or area and commercial kitchen if necessary, through the appropriate booking office (such as the Student Life Centre, General Office, Room Reservations, Event Services or the specific Faculty or Department, etc.).
- Provide as much information in detail as possible on the forms to avoid delay.
- Once the necessary paper work has been completed, return as a package, to the Hospitality Services Office, Room E022 Victoria Hall, for processing (at least 2 weeks in advance).

The administration of Hospitality Services will send confirmation if your request has been approved or declined, by e-mail or phone. It is important to leave a phone number and email address where you can be reached during the day. If you do not hear from us several days after submitting your forms please call us to follow up. If you have any questions, please call the Hospitality Services Office (613) 533-2953. Our fax number is (613) 533-6665.

Queen's University Food Service Request Form

Return

NOTE

1. This form must be completed at least two weeks in advance of the event.
2. This procedure applies to all events at which any food items are offered.
3. No on -campus advertising for the event may occur until the Director , Business and Communications of Student Affairs and Housing & Ancillary Services has given approval .
4. Applications are subject to restrictions on space availability and the University commercial commitment.
5. A waste collection plan must be confirmed with Facilities before approval can be granted.

SPONSOR / CONTACT INFORMATION

Name & Email (please print)

Authorization will involve discussions of the reason for foregoing the on -campus caterer(s), liability, health unit concerns & guarantee of insurance in the amount of \$5,000,000.

Private Functions/"Pot Luck Suppers"

Authorization by Queen's Food Services would not normally be required where the event would be considered private or of a "pot luck" nature. It is not the intention of Queen's

Fact: Proper, frequent hand washing can minimize the spread of such illnesses because hand washing breaks the chain from contamination to food.

The Facts on Proper Hand Washing Procedures

How:

Wet hands thoroughly. This helps increase the effectiveness of the soap.

Apply soap using friction. Lather well for a least 20 seconds. Pay special attention to fingertips and thumbs.

Rinse well, holding hands downward.

Dry hands thoroughly with paper towel; use paper towel to turn off taps. At home, try to use individual towels, and wash towels regularly.

Properly dispose of paper towel.

What with?

Soap

Running water, water should be warm, but not hot enough to burn skin

When:

After coughing, sneezing, combing or touching your hair, or touching your face

After using the restroom, smoking, eating, and after any breaks

Before and after smoking cigarettes

After working with raw foods, wash hands before working with cooked foods

After taking out the trash, touching dirty dishes, utensils, or equipment