



GUIDELINES FOR OUTSIDE FOOD VENDORS ON MESA CAMPUS

According to Policy 3925, AP 6905.1 and Manual 3200 (Updated June 2009)

Food Vending activities on campus by internal or external groups will be limited to college sponsored and approved special events related to the educational mission of the college.

Once your [Major Event Form](#) has been approved by President's Cabinet, **you must provide the following to the Dean of Student Affairs Office (H-500) 1 week prior to the event:**

- ☐ **Vendor/Seller Agreement** including Hold Harmless Agreement. This agreement is located in the Student Affairs Office. ([add link](#))
- ☐ **Food Handlers License(s)/certificates** for each vendor/staff member who will be working at the event.
- ☐ **Proof of Insurance.** SDCCD **must** be named on the insurance document as a co-insured or certificate holder.
- ☐ **Liability insurance certificate** with a minimum of \$1mm
- ☐ **County of San Diego Temporary Food Facility (TFF) Permit.** It is the vendor's responsibility to complete the application with the County. Please note that if the vendor does not already have this permit this may be a lengthy process. **Fees range from \$87.00 - \$475.00.** http://www.co-san-diego.ca.us/deh/food/pdf/publications_specevent_vendor.pdf
- ☐ **Letter of acknowledgement to the County of San Diego Temporary Food Facility Permit** Departments must submit a letter from the Department Dean. Clubs must submit a letter from Dean of Student Affairs. Letters should state that the Dean is aware of the event and that the event has been approved to be held on Campus grounds.

Failure to complete any of the items above will prohibit your vendor from participating in your activity.

This process is not required if you are working with Mesa's Cafeteria and/or the Culinary Arts Program

Special Note for Student Clubs/Organizations: All vending activities must have prior approval of the Dean responsible for Student Affairs.

SUBMITTING A TFF PERMIT APPLICATION: Submit your permit application to any Department of Environmental Health office at the following locations:

North County Office

151 E. Carmel St
San Marcos, CA 92078
(760) 471-0737
Hrs. 8am to 3:30*pm M-F
*closed b/w noon & 1pm

East County Office

200 Main, 6th Floor
El Cajon, CA 92020
(619) 441-4030
Hrs. 8am to 3:30*pm M-F
*closed b/w noon & 1pm

Central Office

1255 Imperial Ave. 3rd Floor
San Diego, CA 92101
(619) 338-2379
Hrs. 8am to 3:30*pm M-F

If you have questions regarding Temporary Events, contact the Information Specialist on Duty at (619) 338-2379 or the Special Events Coordinator at (619) 338-2363. You may also send an e-mail to fhduyeh@sdcounty.ca.gov.

For more information contact Student Affairs at 619.388-2699, H-500