

GUIDELINES FOR HOLDING A BAKE SALE

I. Introduction

York University complies with laws regarding safe food handling and preparation practices. These Guidelines apply to all members of York University who wish to hold a bake sale on York University premises pursuant to the *Temporary Use of University Space Policy and Procedures*.

II. Definitions

In these Guidelines, the following terms have the meanings as ascribed below:

- “eligible user” has the meaning as defined in the *Temporary Use of University Space Procedures*;
- “external user” has the meaning as defined in the *Temporary Use of University Space Procedures*; and
- “hazardous food” includes food that contains raw eggs such as salads and custards; dairy products such as milk, cream, cheese, yogurt; meat, poultry and fish; and cakes/pastries with whipped cream, cheese or synthetic cream fillings such as éclairs, cream pies and cheesecakes.

III. Guidelines

1. An eligible user may hold a bake sale on York University premises, whether on its own as an event or in connection with another event, subject to obtaining appropriate space pursuant to the *Temporary Use of University Space Policy and Procedures* and approval of an application by York University Food Services.
2. An external user is not permitted to hold a bake sale on York University premises.
3. Every eligible user shall comply with applicable laws in holding a bake sale, including but not limited to the *Health Protection and Promotion Act* and City of Toronto By-Laws.
4. Every eligible user shall:
 - a. label all food products to display the ingredients;
 - b. post a nut allergy notice, where applicable;
 - c. employ good sanitation practices in the storage, display and sale of the food;

- d. keep the general surroundings of the bake sale or event clean;
 - e. keep hazardous food at the appropriate temperature as required by law ;
 - f. post the “Bake Sale Notice” form in a conspicuous place indicating whether the premises from where the food originated have been inspected by a public health inspector; and
 - g. create and maintain a list of all persons who donate food for the bake sale and provide that list upon request to a public health inspector or York University official. The list must contain each person’s name, address and telephone number in full, and a list of ingredients.
5. Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.

IV. Procedure

1. An eligible user shall first secure an appropriate location for the bake sale in accordance with the *Temporary Use of University Space Procedures*. A bake sale must be held at least twenty (20) feet away from the entrance of a food establishment.
2. After an appropriate space has been secured, an eligible user shall submit an “Application for a Bake Sale on Campus” form to York University Food Services for approval at least seven (7) days prior to the bake sale or event.
3. An eligible user shall obtain from third-party suppliers a Toronto Public Health Green Pass and a Certificate of Insurance, as may be required by York University.



APPLICATION FOR A BAKE SALE ON CAMPUS

*This form must be completed and submitted to the Food Services office
(200 William Small Centre) at least 7 days prior to the Bake Sale*

Name of Organization:

Date of Bake Sale:..... Time: Location:.....

Purpose of Bake Sale:

Charity Registration Number (if applicable):

By signing below, the organization agrees that it will:

1. post the attached **written notice** in a conspicuous place indicating whether the premises from where the bake sale food originated have been inspected by a public health inspector; and
2. maintain a **list** of all persons who donate food for the bake sale and provide that list upon request to a public health inspector or York University official. The list must contain each person's name, address and telephone number in full, and a list of ingredients.

The organization further agrees that it will keep and handle hazardous food at the temperatures required by law. Hazardous foods are generally those that contain raw eggs, dairy products, meat, poultry and fish. For example, cakes/pastries with whipped cream, cheese or synthetic cream fillings, dairy products (e.g. milk, cream, cheese, yogurt), and food containing raw eggs as ingredients (e.g. custards, salads, fresh or processed meat, sausages). The *Health Protection and Promotion Act* requires hazardous food to be maintained, stored, transported, displayed, sold and offered for sale only when the internal temperature of the food is 60 degrees Celsius or higher 4 degrees Celsius or lower.

The organization's executive officers are personally responsible for all liabilities, claims, losses, damages, costs and expenses, including reasonable legal fees and disbursements, arising from the bake sale.

ACKNOWLEDGED AND AGREED:

Signature of requestor with signing authority:

Printed Name:

Title:

Date:

Food Services: Keele 416.736.5517

Glendon: 416.487.6844

<http://www.yorku.ca/foodservices/>

NOTICE

The Bake Sale food items were prepared in premises that were:

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NOT inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*

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inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*

This notice must be made visible to the public at approved on-campus bake sales

Bake Sale Donation List

All persons who donate food for the bake sale must be listed below. This list must be provided to a public health inspector or York University official upon request. Ingredient lists may be provided on a separate sheet of paper and attached to this list.

[illegible]