

York University - Bake Sale

Procedure and Guidelines

Introduction

A bake sale is a popular way for eligible community members to fundraise, and build or raise community and cultural awareness for their group/clubs. External users are not permitted to hold a bake sale on campus.

York University complies with laws regarding safe food handling and preparation practices, including but not limited to the *Health Protection and Promotion Act* and City of Toronto By-Laws.

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*.
- “bake sale” is the sale of home-baked and store-bought items as listed in Appendix A.
- “Food Services” means York University’s Food Services Department.

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 “Bake Sale Application” form to Food Services for approval **at least seven business (7) days** prior to the bake sale or event. The space will be released to the eligible user on presentation of the approved form.
3. An eligible user shall obtain from third-party suppliers (i.e. an established food service retailer or restaurant) a Toronto Public Health Green Pass, or similar, and a Certificate of Insurance naming York University as additional insured, as may be required by York University (if applicable).

Guidelines

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*.

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 Food Services.

2. York University wishes to ensure that only food prepared and served safely is available to community members. Any person organizing or participating in a bake sale shall comply with Food Services' guidelines and procedures for holding a bake sale, as well as applicable laws, including but not limited to the *Health Protection and Promotion Act* and City of Toronto By-Laws.
3. Every eligible user shall:
 - a. appoint a coordinator who will be responsible to maintain a list of all persons who donate food for the bake sale and provide that list with the application for approval, or upon request to a public health inspector.. The list must contain each person's name, address and telephone number in full, and a list of ingredients.
 - b. ensure that their food products have been produced under sanitary conditions and must employ good sanitation practices in the transportation, storage, display and sale of the food;
 - c. post a nut allergy notice, where applicable;
 - d. keep the general surroundings of the bake sale event clean and free from debris. Final clean- up is the responsibility of the organization;
 - e. have a copy of their TUUS permit and approved bake sale notice available upon request;
 - f. post **Appendix C** "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. Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.
4. Food Services encourages the use of Bake Sales as a form of community engagement and an opportunity for philanthropic enterprise, however the decision to approve Bake Sales will be reviewed on a case-by-case basis and are issued at the sole discretion of the Director of Food Services.