



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. 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
4. Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.