



Title	BPHE Requirements to Obtain an Automatic Permit to Operate for Special Events Associated with School Organizations	
Number	BPHE-BOH-03_11.20.2024	
Date Effective	03/06/2025	
Date Last Updated	03/06/2025	
Next Review On	03/01/2026	
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Board of Health Chair Approval	 Elizabeth McCutcheon (Mar 7, 2025 12:13 MST) <hr/> Signature	<hr/> Date 07/03/2025
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Section I. Purpose:

The Broomfield Public Health and Environment (BPHE) Environmental Health (EH) division issues permits to food vendors that operate at temporary events to ensure compliance with food safety standards outlined by C.R.S. 25-4-1601. Parent Teacher Organizations (PTOs) and other not-for-profit school organizations (collectively referred to as PTOs) seeking permits for the service of low-risk foods often require a disproportionate amount of time and resources from the PTO and the EH division to be permitted. By meeting the specified application requirements outlined in this policy, PTOs and similar groups may automatically receive permits to operate.

Section II. Policy/Procedures:

- A. An event must meet all of the following eligibility requirements:
 1. Be a Parent Teacher Organization, school related club, or other school group fundraising.
 2. PTOs are limited to the service of the following foods: prepackaged foods or beverages that do not require temperature control for safety, popcorn, nachos (chips and canned cheese), cotton candy, soft pretzels, ice cream, and items eligible under the Cottage Foods Act (as stated in CRS 25-4-1614).



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- a) If a group will be serving nachos with canned cheese or ice cream, the duration of the event shall not exceed 4 hours and any leftover food items will be disposed of.
- 3. Temporary event operators shall maintain records detailing the source of all foods held, stored, offered for sale, sold, and distributed for a minimum period of one month. In accordance with 6 CCR 1010-2 (2.7) (B), these records shall be made available to the EH division when requested.
- B. Persons preparing, handling, or serving unpackaged, ready to eat foods shall abide by basic food safety practices, including, but not limited to: employee illness procedures, employee hygiene, cleaning and sanitizing of multiuse utensils, etc.
 - 1. A general resource on basic food safety is provided on the [BPHE website](#) under Additional Resources.
- C. No fee will be charged for permits automatically granted from this policy as outlined by CRS 25-4-1607 (9)(a-b).
- D. Any single PTO or other school organization may not exceed a limit of 52 events per year.
- E. No physical permit will be issued; a printed copy of the operating requirements and basic food safety flyer from the licensing webpage will be sufficient for proof of compliance with this policy.
 - 1. On the [retail food licensing webpage](#), a paragraph will be added under the dropdown menu that houses information on this policy for the public.

Applicable References and/or Regulations	Link
References made in Colorado Revised Statutes <ul style="list-style-type: none"> • 25-4-1601 • 25-4-1607 • 25-4-1614 	CRS Title 25 Article 4
Colorado Retail Food Establishment Regulations <ul style="list-style-type: none"> • 6 CCR 1010-2.7 B 	6 CCR 1010-2
Eligible Cottage Food items from Colorado Department of Public Health and Environment	Cottage Food Eligibility.pdf
Infographic on this policy: Eligibility and Basic Food Safety	Temporary Events--no application and basic food safety.pdf

Revision (if substantial per process owner)	Date



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Authorized Partner/Collaborator	Date