

LSC FOOD POLICY EXCEPTIONS FOR THIRD FLOOR MEETING ROOMS ONLY

Exceptions are as follows:

Officially registered student organizations and university departments may provide and serve their own refreshments for their exclusive use in third floor meeting rooms only. Refreshments may only be provided for the number of people less than or equal to the maximum room occupancy. **Refreshments are not to include items that may serve as a full meal.** The reservations office must be notified and approval received at least one (1) business day in advance of serving of refreshments. Clean-up is the responsibility of the organization or department and the room must be left in the condition that it was found. All trash items are to be disposed in hall trash receptacles. Failure to comply with these guidelines may result in the denial or cancellation of future reservations.

Refreshments are defined as these specific items:

PLEASE CHECK SPECIFICALLY WHAT FOODS ARE TO BE SERVED AT YOUR MEETING.

Coffee	Cookies
Tea	Cake
Carbonated beverages	Donuts
Punch (red-colored punch is not allowed)	Chips & dips

NAME: _____

TODAY'S DATE: _____

ORGANIZATION: _____

EVENT DATE: _____

LSC STAFF APPROVAL: _____

DATE: _____