

LSC FOOD POLICY FORM

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 reservation office must be notified and approval received at least two (2) business days before the meeting. 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 of 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:

Coffee

Tea

Carbonated beverages

Punch (red-colored punch is not allowed)

Cookies

Cake

Donuts

Chips & dips

Popcorn

PLEASE CIRCLE THE SPECIFIC FOODS THAT ARE ALLOWED TO BE SERVED AT YOUR MEETING.

NAME _____ **TODAY'S DATE** _____

ORGANIZATION _____ **EVENT DATE** _____

LSC STAFF APPROVAL _____ **DATE** _____