

LOWMAN STUDENT CENTER FOOD SERVICE EXEMPTION REQUEST

Request must be received at least 2 business days prior to the event.

Officially registered student organizations and university departments may provide and serve their own refreshments for their **exclusive use during their meeting in the Lowman Student Center**. 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.

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 the hall trash receptacles. Failure to comply with these guidelines may result in the denial or cancellation of future reservations.

<i>Contact Details</i>			
Organization:			
<i>STUDENT ORGS: Contact person must be listed on the "LSC Student Organization Contact Form."</i>			
Contact Person:			
Phone:		SHSU Email:	
<i>Event Details</i>			
3 rd Floor Room:		Estimated Attendance:	
Event Date:		Day of Week	Su M T W Th F S
Event Start Time:		End Time:	
Food: <i>Check each type of food being provided at the meeting. These are the ONLY items allowed as refreshments for 2nd and 3rd floor meetings.</i>			
<input type="checkbox"/> Coffee / Tea	<input type="checkbox"/> Cookies	<input type="checkbox"/> Chips & dip	
<input type="checkbox"/> Carbonated beverages	<input type="checkbox"/> Cake	<input type="checkbox"/> Popcorn	
<input type="checkbox"/> Punch (NO red colored)	<input type="checkbox"/> Donuts	<input type="checkbox"/> Fruit/veggie tray	

FOOD SERVICE EXEMPTION AGREEMENT:

I understand and agree to abide by all the rules and regulation of the LSC, and the guidelines in the LSC Operations Policy.

Signature of Contact Person

Date

Signature - Aramark

Date

<p>SUBMIT TO: Anna Pursley, Suite 331 apursley@shsu.edu Phone: 936-294-1760 Fax: 936-294-2802</p>
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<p>LSC OFFICE USE ONLY:</p> <p>Date Approved: _____</p> <p>LSC Staff Initials: _____</p>
