Southeast Missouri State University has elected to meet its campus food service needs with a private contract business partner, Chartwells Dining Services. The University's contract guarantees Chartwells the exclusive right to provide all food services and catering at Southeast Missouri State University. The contract includes a requirement for insurance which indemnifies the University from claims and losses due to unsafe food handling, food illness, and property negligence, and allows the University to specify service requirements such as quality grades of food and expectations for event performance. Individual(s)/department(s) receiving exception should understand that the responsibility for safe food handling and health codes rest with them.

This policy applies to all departments, facilities, areas, and organizations. Exceptions include registered student organizations conducting bake sales approved in advance by Event Services & Scheduling (see reverse/attached), and events in the Show Me Center only. For more information, please contact Event Services & Scheduling, Campus Life& Event Services or Chartwells Dining Services.

Submit this completed form a minimum of 10 working days
in advance of date of event to Event Services & Scheduling, UC 413.

Requesting Organization: _____ Date: _____

Contact Person: _____ Email Address:_____

Daytime Telephone: _____ Signature of Person Making Request: _____

Relationship to Organization: _____

Advisor's Name:_____ Advisor Email:_____

Event Title/Purpose: _____

Event Location: _____ Event Date(s): _____

Estimated Attendance: _____ Event Time(s): _____

Food/Beverage we plan to provide if this exception is approved (be specific & u*se add'l. sheet if necessary.*):
_____

_____

Circle all funding sources that apply: Organization   Dept.   DICE   SG   RHA   Donation

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For Office Use Only: **Date Submitted:**_____

Approved: ____   **Approved w/ restrictions:** _____   **Denied:** _____

Event Services & Scheduling:_____**Date**: _____

Chartwells:_____**Date:**_____

Date Organization Notified: _____ **DICE Notified:** _____

The University will allow <u>registered</u> student organizations to bring snacks to organization meetings or conduct bake sales, <u>if reserved in advance</u> by the University. Events (dances, recruitment events, open forums, movies, etc.) sponsored by registered student organizations that are open to the entire campus or public will be required to utilize campus food service or to complete this form.

All informal and business meetings scheduled by a registered student organization on campus must comply with the following standards regarding snacks and beverages.

1. Only these items may be brought to any meeting:
- Home-baked snacks (e.g. pastries, cookies, cakes, etc.)
- Purchased packaged snacks (e.g. pretzels, potato chips, dip, cheese, crackers, candy, etc.)
- Beverages (including sodas, punch, iced tea, etc.)

2. Event Services and Scheduling will provide a table for refreshments and snacks if requested in advance.

3. Although Event Services and Scheduling can provide a table for refreshments and snacks, all registered student organizations are responsible for supplying eating utensils, ice, cups, linens, etc.

4. All registered student organizations are responsible for clean-up of the space used (e.g. removing all food and beverages brought in). If food and set-up are removed by University Center or other University personnel, appropriate costs, at a minimum of $10.00, will be charged to the registered organization. This clean-up cost must be paid prior to any further use of campus facilities.

5. All registered student organizations are expected to return the space used to its original condition following use.

6. A copy of the Bake Sale policy can be obtained from the Campus Life office, UC 202, or by visiting: http://www.semo.edu/leadership/studentorgs/resources.htm and clicking on bake sale policies under the Funding & Finance Resources section.

Revised 2/5/10