

EXHIBIT A
MIDDLE TENNESSEE STATE UNIVERSITY
APPLICATION TO BRING FOOD ON CAMPUS

Date: _____

1. Organization/Group name _____
2. Purpose of Activity _____
3. Date of the Activity _____ Time _____ Number of participants _____
4. Location: Building _____ Room _____
5. Is the food to be sold? Yes _____ No _____ If yes, attach a list of prices.
(Note: Sales of food items must also meet fund-raising approval requirements.)
6. Is the activity open to the general public? Yes _____ No _____
7. Specify the exact types of food and/or soft drink desired to bring on campus

8. Why do you not want to use MTSU Food Services? (Note cost alone may not justify exception.) _____
9. Applicant (Responsible Person): _____
Local/Office Address _____
Office/Work Phone _____ Home/Residence Hall Phone _____
Applicant's Signature _____ If an MTSU Student
Organization, Faculty/Staff, Advisor/Sponsor Signature _____

----- **DO NOT WRITE BELOW THIS LINE** -----

GENERAL EXCEPTION APPROVAL: _____ Date: _____
(For soft drinks and dry, Facility Director or Designee
prepackaged snacks)

RECOMMEND APPROVAL: _____ Date: _____
(For food other than or soft drinks Student Organizations Office or
and dry, prepackaged snacks) Department/Activity Head

APPROVED: Yes _____ No _____ Date: _____
Vice President/Division Head

APPROVED: Yes _____ No _____ Date: _____
Vice President for Business & Finance or designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5) days prior to the event.