

EXHIBIT A
MIDDLE TENNESSEE STATE UNIVERSITY
APPLICATION TO BRING FOOD ON CAMPUS
(Please Print)

Exceptions to this policy will not be granted for the following locations: the James Union Building Tennessee Room and dining rooms, new student union ballroom, or other facilities that are dedicated/assigned to food service use.

Date _____

Please check one:

- Request for "potluck" type dinner or unique food event (requires signatures 1 and 2)
- Request for fundraising activity in student programming area (requires signatures 1 and 2)
- Request for fundraising activity in other locations (requires signatures 1, 2, 4, and 5)
- Request for off-campus caterer (requires signatures 1, 2, 3, and 4)

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 by student groups must also meet fund-raising approval requirements outlined in the Rights and Responsibilities handbook.)

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): (Print) _____

Local/Office Address _____

Office/Work Phone _____ Home/Residence Hall Phone _____

Applicant's Signature: _____

If a MTSU Student Organization, Faculty/Staff, Advisor/Sponsor Signature: _____

REQUIRED APPROVAL SIGNATURES

1. _____ Date: _____
Facility Director where event will be held or Designee

2. _____ Date: _____
Student Organizations Office or Department/Activity Head

3. _____ Date: _____
Food Services Director or Designee

4. _____ Date: _____
Vice President/**Dean**/Division Head or Designee

5. _____ 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.