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.