



UNIVERSITY OF WISCONSIN–LA CROSSE STUDENT ASSOCIATION

235 CARTWRIGHT CENTER 1725 STATE STREET LA CROSSE, WI 54601 (608) 785-8717

SA1516-061: Resolution Approving Concessions Area Policy

DATE: April 19th, 2016

AUTHOR(S): Student Organizations Committee

SPONSOR(S):

WHEREAS; The Student Organizations Committee was charged with creating policies related to the student orgs in the new student center;

THEREFORE BE IT RESOLVED; that the Student Senate approves the attached concessions area policy.

Molly Davie
President, Student Senate
Vice-President, Student Association

04-27-2016

Date

Kaylee Otterbacher
President, Student Association

04-27-2016

Date

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CONCESSION SPACE POLICY

DRAFT 11/24/2015

Policy

A concession stand is adjacent to the lower level dining location. The location is also adjacent to the Theater and the Entertainment Café. The concessions stand is designed to support student organizations who are attempting to raise money, utilizing food. The concession stand will also serve as the location in the student center that provides free popcorn to patrons.

Eligibility

Recognized Student Organizations are allowed to use the concessions stand for fundraising. Concessions are limited to pre-packaged items and selected other approved foods. Recognized Student Organizations will reserve the space in three day increments and are limited to two reservations per semester. Additional weeks may be requested if space is available, based on priority. A fund raising request must be submitted and approved by the Student Organization Coordinator.

Financial and Costs

University Centers will maintain the food inventory, establish prices, and provide the change fund to be used in the University provided Web Manager Program. Organizations utilizing the concessions must be educated in advance on the use of the Point of Sale System. Organizations will reimburse University Centers for the cost of food, plus the 5% surcharge on all campus cash transactions.

University Centers will cover the cost of the Point of Sale system. The organization is required to have a Student Faculty Organization Account (SFO) account to reserve the space. An exception is made for Fraternities and Sororities, which are allowed to have off campus accounts.

A financial accounting of the day's revenues will be reconciled with the student building manager at the end of the night. The organization is responsible for all food costs before they will receive payment/revenue to the organization SFO account.

Users that reserve the Concession Space are responsible to clean up after their reservation. User will be billed when space is not cleaned and items picked up.

Hours of Operation

The concession stand will be open from 3:00 p.m. to 10:00 p.m. Later hours may be approved if an event is occurring in the Theater or Entertainment café. Other hours may be approved based on events.

Staffing

Recognized Student Organizations which fail to staff the concession stand when it is reserved will be prohibited to make future reservation for one academic year.