CONCESSION SPACE POLICY
Final Revised 2-2-2017

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.

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. Once approved, University Reservations Assistant is responsible for scheduling the facility space, Meal Plan/ID Card Financial Specialist is responsible for product management, and University Centers Financial Specialist is responsible for the Cash Box.

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 a fee of $50 when space is not cleaned and items picked up.

Hours of Operation
The concession stand hours will be based upon event scheduled. 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.