

SMALL/PRE-PACKAGED FOOD POLICY

1. **Events/meetings with less than 75 attendees:** Registered Student Organizations (RSOs), University departments, and off-campus organizations may bring small, pre-packaged food into the Student Center.
2. **Events/meetings with more than 75 attendees:** Registered Student Organizations (RSOs), University departments, and off-campus organizations may not bring small, pre-packaged food into the Student Center. Events/meetings must use a SIU Approved Caterer unless otherwise approved by Student Center Event Services.
3. Small, pre-packaged food includes food in manufacturer sealed, airtight containers or wrappers. **No homemade items are allowed.**
4. Meetings and events that bring in small, pre-packaged food into the facility will be charged \$1.00 House Keeping Fee (per person per reservation count). This charge is for cleaning and sanitizing of the event space and disposal of excess waste. If group is found to have brought food without prior approval, group is subjected to \$1.00 fee plus 25% per person.

Exception for RSOs: Registered Student Organizations (RSOs) may bring in small, pre-packaged food and one (1) Pepsi beverage option for scheduled events/meeting in the Student Center at no additional per person cost. Small, pre-packaged food should come from a store (grocery store, discount store, etc.) and not an SIU Approved Caterer. If an RSO is found to have brought food and drink without notifying Student Center Event Services, the RSO is subjected to \$1.00 per person fee plus 25% per person.
5. Per Southern Illinois University's agreement with Pepsi MidAmerica, all beverages must be Pepsi products, including bottled water (Aquafina or Crisp & Clear).
6. RSOs, University departments, and off-campus organizations must notify Student Center Events Services if they plan to provide small, pre-packaged food, ideally at the time of the initial reservation. If individuals, organizations, or departments decide to bring in small, pre-packaged food after they initially reserve space, they must notify Event Services at least two (2) business days in advance.
7. RSOs, University departments, and off-campus organizations must provide their own utensils & paper goods when bringing in small, pre-packaged food and Pepsi beverages.
8. Food items are not allowed to be handed out in common areas or hallways unless a solicitation space is scheduled. Food items would then be subjected to the Student Center's Solicitation Policy.
9. Small, pre-packaged food wrappers or empty containers must be disposed of by the reserving group. Per the Scheduling Guidelines Policy, groups may be charged a \$50 minimum excessive cleaning fee if Student Center space is left unclean after use.
10. Food items which require refrigeration or heating on site to ensure food quality must be ordered through a Student Center vendor (i.e. Marketplace, Starbucks, Subway) or through one of SIU's Approved Caterers. Food would then follow the Student Center's Catering policy.



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Popular Food Items with Additional Conditions

- *Popcorn: Allowed, but will follow the Student Center's Catering policy.
- *Pizza: Allowed, but will follow the Student Center's Catering policy.
- *Boxed lunches/meals: Allowed, but will follow the Student Center's Catering policy.

NOTE: If the organization or department is getting food delivered or picking up from a caterer, this must be coordinated with Student Center Event Services and does not fall within the Small/Pre-Packaged Food Policy.

Examples of Small/Pre-Packaged Food

YES

- *Cake, Cookies, Cupcakes (pre-packaged)
- *Chips (pre-packaged)
- *Fruit Trays (sealed)
- *Veggie Trays (sealed)
- *Salsa/Dip (pre-packaged and no refrigeration required)
- *Candy/Fruit Snacks (pre-packaged)
- *Bagels/Muffins (pre-packaged)
- *Granola Bars/Protein Bars/Crackers (pre-packaged)
- *Drinks (Pepsi products only; Water: Aquafina & Crisp & Clear)

NO

- *Homemade Items
- *Meat/Cheese Trays
- *Sandwich/Wrap Trays
- *Salsa/Dip (if requires refrigeration)
- *Ice Cream
- *Non-Pepsi Drinks

Examples:

RSO/University department/Off-campus organization is having pizza at an event (regardless of size).

Charge: \$1 per person

RSO/University department/Off-campus organization is having a box lunches at their luncheon.

Charge: \$1 per person

RSO/University department/Off-campus organization is having a speaker in the auditorium and wants to have a reception afterwards with cookies, cupcakes, and a fruit plater. Attendance is expected to be 200 people.

Charge: \$1 per person.

RSO/University department/Off-campus organization is hosting a movie night in the auditorium and is serving popcorn. Charge: \$1 per person

RSO is hosting a "Meet the Member" event the first week of classes. The RSO intends to have individual bags of chips and bottled water.

Charge: No charge

RSO is using an Approved Caterer to supply bagels for a breakfast meeting.

Charge: \$1 per person

University department/Off-Campus organization is bringing snacks for a meeting.

Charge: \$1 per person

