

Small Food Policy

1. Registered Student Organizations (RSOs), University Departments, and outside groups may bring pre-packaged food into the Student Center for consumption in private meeting spaces only for events/meetings not exceeding 75 people, unless otherwise approved by Student Center staff.
2. Prepackaged food includes food in manufacturer sealed, airtight containers or wrappers. This may include potato chips, cookies, candy, or beverages as well as fruit and veggie trays.
3. Per Southern Illinois University's agreement with Pepsi MidAmerica, all beverages must be Pepsi products, including bottled water (Aquafina or Crisp 'n Clear). NO HOMEMADE ITEMS ARE ALLOWED. Reference this site for a list of all Pepsi beverage products: pepsicobeveragefacts.com/
4. Food items which require refrigeration or heating to ensure food quality must be ordered through a Student Center vendor (i.e. Marketplace, Starbucks, Subway) or through one of the Student Center's preferred caterers: <http://studentcenter.siu.edu/conference-and-scheduling-services/catering.php>.
5. The group must provide their own ice and utensils when bringing in food/beverages.
6. Food items are not allowed to be handed out in common areas or hallways without prior approval.
7. When RSOs, University Department, or outside group reserves space with Conference and Scheduling Services, they must indicate on the reservation form if they plan to provide food. If individuals or groups decide to bring in food after they initially reserve space, they must notify Conference and Scheduling Services at least 2 business days in advance.
8. Prepackaged food wrappers or empty containers must be disposed of by the reserving group. Per the Scheduling Guidelines Policy, groups may be charged a \$30 minimum housekeeping fee if Student Center space is left unclean after use.

Types of Food Allowed (examples)

Yes

- *Cake and Cookies (prepackaged)
- *Chips (prepackaged)
- *Fruit Trays (sealed)
- *Veggie Trays (sealed)
- *Salsa/Dip (prepackaged and no refrigeration required)
- *Candy (packaged)
- *Bagels/Cupcakes/Muffins (prepackaged)

No

- *Meat/Cheese Trays
- *Salsa/Dip (homemade and require refrigeration)

NOTE: *If you are getting food delivered or picking up from a caterer, this must be coordinated with the Student Center and does not fall within the Small Food Policy.*