

# 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. Off-campus organizations that bring in small, pre-packaged food into the facility will be charged a fee. If group is found to have brought food without prior approval, group is subjected to \$1.00 per person fee plus 25% per person.  
  
**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 with additional fee

\*Pizza: Allowed with additional fee

\*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

| <b>Pre-packaged Snacks &amp; Cookies</b><br>Under 75 attendees<br>No kitchen access |                          | <b>Pizza &amp; Popcorn</b><br>Under 75 attendees<br>No kitchen access | <b>Catering</b><br>Includes boxed meals | <b>Kitchen Fee</b><br>Access to coolers, warmers, ice machine |
|-------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------|
| <b>RSO</b>                                                                          | N/C                      | \$.50 per person                                                      | \$1 per person + kitchen fee            | \$20                                                          |
| <b>On-Campus Departments</b>                                                        | N/C                      | \$.50 per person                                                      | \$1 per person + kitchen fee            | \$75                                                          |
| <b>Off-Campus Organizations</b>                                                     | \$15                     | \$.50 per person                                                      | \$1 per person + kitchen fee            | \$75                                                          |
| <b>Over 75 Attendees</b>                                                            | Catering Fee and/or \$25 | \$1 per person                                                        | \$1 per person + kitchen fee            | \$20 (RSO) \$75                                               |

N/C: No Charge

