Chemistry Atrium RESERVATION FORM (for SOAS table setup)

There is no charge for the use of this area. Use of the space must be approved prior to the event. This form, signed by LSA Facilities, must be displayed during your use of the space. In addition to this form, you must also fill out a Plant Work Order with your student organization’s account number and a signature by the authorized signer. This work order will be used to charge you for additional cleanup in the event that you have not cleaned up after yourself.

The space is reserved on a first come, first served basis. You may not reserve it more than three times a month. Only two student groups may reserve the same area at a time and only one bake sale at a time. Do not impede traffic. **Your organization must provide tables and chairs.** Do not use classroom tables or chairs. If it is discovered that you have removed tables or chairs from nearby classrooms, LSA Facilities will no longer allow your organization use of the space. Remove all furniture immediately after the event. The College of LSA is not responsible for lost or stolen items. No items may be sold at informational tables. No audio or video equipment may be used.

**Bake Sales Guidelines:**
- a. Use commercially prepared food only. Do not sell food that has been prepared in a home, fraternity or sorority house, or co-operative.
- b. Food that must be kept hot or cold prior to serving cannot be sold.
- c. Serve non-filled bake goods such as donuts, bagels, and muffins.
- d. Coffee, tea, or hot chocolate may be served. Hot chocolate mix must be single serve or pour spout.
- e. Provide sugar and powdered cream in individual packages.
- f. Provide Jam or Jelly in pre-packaged individual containers.
- g. Use juices only in individually packaged containers (Juices cannot be iced or refrigerated on site).
- h. Store foods and supplies off the floor.
- i. Cover bake goods during display and storage.
- j. Use single service cups, utensils and plates. Store cups with the bottom up. Do not handle the rim of cups.
- k. Serve baked goods to the customer using a napkin or waxed paper square
- l. Protect food from contamination at all times and keep the work surface clean.

If you are selling baked goods or other items, please sign below to acknowledge your responsibility for reporting and payment of obligations for taxes (including sales and use taxes).

Student Organization Name: ________________________________
Contact person (Authorized Signer): ________________________
Email: ________________________ Phone No: ________________________
Campus Address: ________________________________

Circle one:  Bake Sale   Fundraising sale   Informational Table

Date of Event: (Month, Day & Year): ________________________________
Time of Event: (Start ) ___________________________ (End) ___________________________

Student Account Number: ________________________
Approved by SOAS representative: __________________________
(Print Name) (Signature)

Return to:
LSA Facilities & Operations
2215 LSA Building, 1382
734 764-0323
Fax: 734 936-2956