1. Atriums and Hallways:
   
a. Reservation of atriums and hallways are handled by the LSA Dean-Facilities and Operations office (764-0323). Reservation forms, policies and procedures are listed on the LSA-FO website. Student groups requesting reservations must be a recognized student group, must supply a short code/student account number for the reservation and must have the form signed by a staff member from Student Organization Account Services (which is located at 2400 Michigan Union). Use of the space must be approved prior to the event. The space is reserved on a first come, first served basis. A reservation form, signed by LSA Facilities and a SOAS staff member, must be displayed during use of the space. In addition to the reservation form, a Plant Work Request Order form must be filled out with an authorized signer. This work order will be used to charge for additional cleanup in the event cleanup was not performed by the student group.

b. When reserving a fundraising, informational or bake sale table at the Fishbowl/Posting Wall and Chemistry Atrium you may not reserve it more than three times a month. Only two student groups may reserve the same area at a time. Do not impede traffic. At the Fishbowl/Posting Wall use only the space in front of the posting wall and stay within six feet of the posting wall. Your organization must provide tables and chairs; however, the Chemistry Atrium does have some existing tables that maybe used. You may bring in two tables at most. If it is discovered that you have removed tables and 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.

c. There is no charge to the student group for setting up an informational, fundraising or bake sale table at the Fishbowl/Posting Wall and Chemistry Atrium.

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