

EXHIBIT A  
MIDDLE TENNESSEE STATE UNIVERSITY  
APPLICATION TO BRING FOOD ON CAMPUS  
(Please Print)

**Exceptions to this policy will not be granted for the following locations: the James Union Building Tennessee Room and dining rooms, new student union ballroom, or other facilities that are dedicated/assigned to food service use.**

Date \_\_\_\_\_

Please check one:

- Request for "potluck" type dinner or unique food event (requires signatures 1 and 2)
- Request for fundraising activity in student programming area (requires signatures 1 and 2)
- Request for fundraising activity in other locations (requires signatures 1, 2, 4, and 5)
- Request for off-campus caterer (requires signatures 1, 2, 3, and 4)

1. Organization/Group name \_\_\_\_\_

2. Purpose of Activity \_\_\_\_\_

3. Date of the Activity \_\_\_\_\_ Time \_\_\_\_\_ Number of participants \_\_\_\_\_

4. Location: Building \_\_\_\_\_ Room \_\_\_\_\_

5. Is the food to be sold? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a list of prices.  
(Note: Sales of food items by student groups must also meet fund-raising approval requirements outlined in the Rights and Responsibilities handbook.)

6. Is the activity open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Specify the exact types of food and/or soft drink desired to bring on campus: \_\_\_\_\_  
\_\_\_\_\_

8. Why do you not want to use MTSU Food Services? (Note cost alone may not justify exception.)  
\_\_\_\_\_

9. Applicant (Responsible Person): (Print) \_\_\_\_\_

Local/Office Address \_\_\_\_\_

Office/Work Phone \_\_\_\_\_ Home/Residence Hall Phone \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

If a MTSU Student Organization, Faculty/Staff, Advisor/Sponsor Signature: \_\_\_\_\_

REQUIRED APPROVAL SIGNATURES

1. \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Director where event will be held or Designee

2. \_\_\_\_\_ Date: \_\_\_\_\_  
Student Organizations Office or Department/Activity Head

3. \_\_\_\_\_ Date: \_\_\_\_\_  
Food Services Director or Designee

4. \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/**Dean**/Division Head or Designee

5. \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Business & Finance or Designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5) days prior to the event.