Guidelines for Food Approval in SC Conference/ Seminar Rooms

- Covered beverages are permitted (cups & mugs to have lids, pop cans and bottles, water bottles etc… acceptable)
- Food may be permitted with prior arrangement and approval through the Facilities Manager.

Event Coordinator Responsibilities:

- EC to contact the Facilities Manager in advance to request food in a conference/seminar room; note date, time of the event and estimated number of attendees
- EC to notify FM of any additional needs such as tables, easel, pedestal message board, etc.
- Corporate Time room reservation should allow sufficient time for set-up and clean-up
- EC is responsible for arranging the caterer including set-up and clean-up
- Notify FM of clean-up plans; will you be doing this yourself, students or blue requisition to FSG Custodial etc…?
- EC is responsible for arranging for the appropriate people to have access during the event to 3216SC, galley kitchen for use of items needed for set-up and/or clean-up
- Conference/Seminar room tables and chairs must be cleaned and put back in original arrangement
- AV items put back in original location and turned off
- White boards cleaned off
- Items taken from 3216SC galley kitchen must be cleaned and returned to appropriate storage area. Counters and sink should be clean and dry. Food items should not be left in refrigerator or freezer.
- Trash must be removed to the dumpster after the event from the reserved room and from the galley kitchen; new liners are found at the bottom of the waste containers

Facilities Manager Responsibilities:

- Notify FSG of the event
- Assist with access to the rooms and room reservations as needed
- Arrange for any set-up and removal of additional items requested for the event
- Notify Fred of major events for addition to the college calendar

11/18/2003