

## Centennial Student Union Policy

<b>Policy Name:</b> Student Development Dining Programs	<b>Effective Date:</b> 7/1/12
<b>Custodian of Policy:</b> CSU Director	<b>Last review:</b> 6/15/12
	<b>Next review:</b> 5/1/17

**Policy Statement:** Recognized Student Organizations may use commercial kitchen space in the Centennial Student Union to cook ethnic or special meals. This opportunity is limited to times when the kitchens are not needed for business purposes. Support from Dining Services Staff is required, and the requesting RSO must pay associated labor charges.

### Policy Procedures:

Recognized Student Organizations should begin the process of by filling out the Student Development Dining request form available on line or in the Event and Meeting Services Office. The request should be submitted at least 4 weeks prior to the anticipated event.

The request will be reviewed by CSU Event and Meeting Services staff forwarded to University Dining Services for consideration.

A member of the Dining Services staff will contact the RSO representative for a meeting. At the conclusion of that meeting, Dining Services will approve, approve conditionally or deny the request. An e-mail clarifying that decision and an estimate of costs will be forwarded to Event and Meeting Services, Student Activities and the RSO Representative.

The following terms and conditions apply to all Student Development Dining activity:

- Students must follow all instructions given by University Dining Services staff for event food preparation and clean up.
- The number of students required for food preparation is to be determined by University Dining Services, and is often limited due to space restrictions.
- All costs associated with the event are the responsibility of the event sponsor. This includes menu ingredients, use of kitchen and serving equipment, professional staff time and any other requirements deemed necessary by University Dining Services.
- All arrangements and approvals need to be completed 4 weeks before the event date.
- Professional Dining Services staff must remain until all cleanup is finished. Students must remain until dismissed by University Dining Services Staff.

- Future permission to engage in this type of activity is contingent upon compliance with these terms and conditions.

**Policy Rationale:** The purpose of this policy is to allow Registered Student Organizations to experience and participate in the leadership, teambuilding and culture sharing that often occurs around the meal planning and implementation process. It also provides some financial relief to the food/event hosting process for Registered Student Organizations.