



STUDENT ORGANIZATION BAKE SALE
TABLE RESERVATION REQUEST FORM

Please fill out this form in its entirety and return to 210 Lester Hall, by e-mail to union@olemiss.edu, or by fax to (662)915-5410. Reservation must be completed by an organization's designated member within OrgSync.

To ensure that bake sales conducted by the Student Union are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise bake sales in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza.

The following is the policy for bake sales reserved by the Ole Miss Student Union:

- 1. Bake sales must have prepared baked goods that are sold to the general public and are allowed in the Student Union pending completion and approval of the reservation form.
2. Only registered student organizations and University departments or organizations may conduct bake sales on campus in the designated locations.
3. Bake sales are restricted to the preset locations in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza between the hours of 10:00 a.m. - 4:00 p.m.
4. Organizations and departments may only have three (3) bake sales per semester or full summer term.
5. Items that are not allowed to be sold: pre-purchased food or drinks (doughnuts, candy, pizza, items from a bakery, etc.), and Girl Scout cookies.
6. All items must be individually wrapped.
7. The area must be left in a clean condition at the conclusion of each day of the bake sale.
8. Bake sales are limited to two (2) consecutive days.
9. No more than one (1) bake sale will be permitted per day.
10. Due to location, absolutely no music or amplified sound is permitted at any time.
11. No liability will be assumed by the University or the Ole Miss Student Union for any food that is sold by the sponsoring organization.
12. Fronting is prohibited.
13. The Director of the Ole Miss Student Union has the authority to further limit the number of or all additional bake sales by an individual student group or campus department.
14. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.
15. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
16. Failure to abide by these guidelines will result in loss of privileges.

BAKE SALE INFORMATION:

Campus Department/Student Organization: _____

Contact Person: _____ Title: _____

Phone Number: _____ E-mail: _____

Mailing Address: _____

Date(s): _____ Times: (Begins) _____ (Ends) _____

Description of Bake Sale: _____

**Continued on back

I have read and agree to comply with the Policy for Bake Sales on the Ole Miss campus.

Organization Representative

Ole Miss Student Union

Date

FOR OMSU USE ONLY:

LOCATION: Lott 1 Lott 2 Lott 3 Lott 4 Weir 1 Weir 2 Weir 3 Weir 4

Initials of OMSU: _____