



STUDENT ORGANIZATION BAKE SALE
TABLE RESERVATION REQUEST FORM

Please fill out this form in its entirety and return to Suite H301 in the Ole Miss Student Union, 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 The ForUM.

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 at the Union.

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. Off-campus organizations are prohibited from conducting bake sales at the Student Union.
3. Bake sales are restricted to the preset locations at the Student Union between the hours of 10:00 a.m. - 4:00 p.m. Due to fire code and building regulations, tables may not be moved from assigned spaces.
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. The Ole Miss Student Union reserves the right to permit/not permit all sales.
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. Failure to do so will result in immediate loss of privileges for the remainder of the academic year.
8. Bake sales are limited to two (2) consecutive days. Special circumstances will be considered on an individual basis.
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. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
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: _____

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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:

Porch Glass 1	Porch Glass 2	Porch Glass 3	Porch Glass 4	Porch Glass 5
Porch Column 1	Porch Column 2	Porch Column 3	Porch Column 4	Porch Column 5
Grove Sidewalk 1	Grove Sidewalk 2	Grove Sidewalk 3	Grove Sidewalk 4	Grove Sidewalk 5

Initials of OMSU: _____