



**STUDENT ORGANIZATION BAKE SALE**  
TABLE RESERVATION REQUEST FORM

Please fill out this form **in its entirety** and return to Student Union 3<sup>rd</sup> floor, Suite H301, or by e-mail to **unionreservations@olemiss.edu**. Reservation must be completed by an organization’s designated member within The ForUM no later than two (2) days prior to reservation.

**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: \_\_\_\_\_

To ensure that bake sales conducted by The Gertrude C. Ford Ole Miss Student Union are in accordance with established policies and procedures, the OMSU retains the authorization to supervise bake sales at the OMSU.

The following is the policy for bake sales reserved by the OMSU:

1. Bake sales must have prepared baked goods that are sold to the general public and are allowed at 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 OMSU.
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. No bake sales will be allowed outside of the reserved table location located on the OMSU Grove Plaza. All bake sales must remain at the designated table location. Tables will be placed each day rain or shine.
5. Upon arrival to the Union Plaza, RSOs and campus department representatives must check in for their table at the Information Desk located on the 2nd floor of the building.
6. Organizations and departments may only have three (3) bake sales per semester or full summer term.
7. 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 OMSU reserves the right to permit/not permit all sales.
8. All items must be individually wrapped.
9. 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.
10. Bake sales are limited to two (2) consecutive days. Special circumstances will be considered on an individual basis.
11. No more than one (1) bake sale will be permitted per day.
12. Due to location, absolutely no music or amplified sound is permitted at any time.
13. By registering a bake sale, you and/or your organization release the University of Mississippi from any and all liability for any injury or illness resulting from the consumption of any food or beverage that the University did not prepare, distribute, or provide. The University assumes no liability for any injury or illness resulting from any food or beverages sold at a bake sale.
14. 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.

15. The Director of the OMSU has the authority to further limit the number of or all additional bake sales by an individual student group or campus department.
16. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the OMSU.
17. 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.
18. Failure to abide by these guidelines will result in loss of privileges.

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

\_\_\_\_\_  
*Organization Representative*

\_\_\_\_\_  
*Date*

**FOR OMSU USE ONLY**

Grove Sidewalk 1	Grove Sidewalk 2	Grove Sidewalk 3	Grove Sidewalk 4	Grove Sidewalk 5
Grove Sidewalk 6	Grove Sidewalk 7	Grove Sidewalk 8	Grove Sidewalk 9	Grove Sidewalk 10

Initials of OMSU: \_\_\_\_\_