

Guidelines for Food Approval in Engineering Conference Rooms

- Covered beverages (cups & mugs to have lids, pop cans and bottles, water bottles etc... acceptable) are permitted without prior approval
- 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 room; note date, time of the event and estimated number of attendees
- EC to notify FM of any additional needs such as tables, easels, pedestal message board, etc
- 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, Physical Plant custodial staff, etc?
- EC is responsible for arranging for the appropriate people to have access during the event
- Conference 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
- Trash receptacles must be moved into the hallway after the event. The receptacles will be emptied by the Custodial Staff.

Facilities Manager Responsibilities:

- Notify Physical Plant 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
- Add major events to the college calendar