

**EXHIBIT A**  
**MIDDLE TENNESSEE STATE UNIVERSITY**  
**APPLICATION TO BRING FOOD ON CAMPUS**

Date: \_\_\_\_\_

1. Organization/Group name \_\_\_\_\_
2. Purpose of Activity \_\_\_\_\_
3. Date of the Activity \_\_\_\_\_ Time \_\_\_\_\_ Number of participants \_\_\_\_\_
4. Location: Building \_\_\_\_\_ Room \_\_\_\_\_
5. Is the food to be sold? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a list of prices.  
(Note: Sales of food items must also meet fund-raising approval requirements.)
6. Is the activity open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Specify the exact types of food and/or soft drink desired to bring on campus  
\_\_\_\_\_
8. Why do you not want to use MTSU Food Services? (Note cost alone may not justify exception.) \_\_\_\_\_
9. Applicant (Responsible Person): \_\_\_\_\_  
Local/Office Address \_\_\_\_\_  
Office/Work Phone \_\_\_\_\_ Home/Residence Hall Phone \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ If an MTSU Student  
Organization, Faculty/Staff, Advisor/Sponsor Signature \_\_\_\_\_

----- **DO NOT WRITE BELOW THIS LINE** -----

GENERAL EXCEPTION APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For soft drinks and dry, Facility Director or Designee  
prepackaged snacks)

RECOMMEND APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For food other than or soft drinks Student Organizations Office or  
and dry, prepackaged snacks) Department/Activity Head

APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Division Head

APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Business & Finance or designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5) days prior to the event.