

# Centennial Student Union Procedure

<b>Procedure</b> Food Machine Rental	<b>Effective Date</b> 7/1/2013
<b>Custodian of Procedure</b> Assistant Director, Student Activities	<b>Last review</b> 7/1/2013

## Statement

Student Activities is funded through Student Activity Fees and is intended to support the co-curricular requests of Minnesota State University students and Recognized Student Organizations. As a result, Student Activities provides food machines for rental. August 1 each year, rental rates are determined and published within the Student Activities office. As the machines were purchased by the IMPACT Programming Board, IMPACT has first priority on all reservations. Other reservations are on a first-come, first-serve basis.

## Procedures

Requests for machine rental are made at the Student Activities front desk. Approval is granted when all rental information is collected and the machines and supplies are available. As the machine rental is subsidized by Student Activity Fees, Recognized Student Organizations have priority for reservations at a reduced rental cost before departmental needs. Machines cannot leave campus at any time. Use of the machines outside of the Centennial Student Union requires prior approval. Requests should be made in advance at the Student Activities front desk. To ensure all materials are in stock, reservations should be made at least two weeks in advance. Food items using the rental equipment are exempt from the requirement to obtain food service from University Dining Services.

## Rationale

The purpose of this procedure is to supply food machine rental to Recognized Student Organizations and student activities at a nominal cost for supplies, equipment maintenance, and replacement.