

1. Registered Student Organizations, University Departments, and outside groups may bring prepackaged food to Touch of Nature Environmental Center for consumption in private meeting spaces only.
2. Prepackaged food includes food in manufacturer sealed, airtight containers or wrappers. This may include potato chips, cookies, candy, or beverages as well as fruit and veggie trays. Per SIU's agreement with Pepsi MidAmerica, all beverages must be Pepsi products, including bottled water (Aquafina or Crisp 'n Clear). **NO HOMEMADE ITEMS ARE ALLOWED.** Reference this site for a list of all Pepsi beverage products: <http://www.pepsicobeveragefacts.com/>
3. Food items which require refrigeration or heating to ensure food quality must be ordered through a Touch of Nature Environmental Center Preferred Caterer or an SIU Approved Caterer.
4. The group must provide their own ice and utensils when bringing in food and beverages.
5. Food items (prepackaged or not) are not allowed to be handed out in common areas or walkways without prior approval.
6. When a Registered Student Organization, University Department, or outside group reserves space, they must indicate on the reservation form if they plan to provide food. If individuals or groups decide to bring in food after they initially reserve space, they must notify Scheduling Services at least 5 business days in advance.
7. Prepackaged food wrappers or empty containers must be disposed of by the reserving group. Per the Scheduling Guidelines Policy, groups may be charged a \$50 minimum housekeeping fee if Touch of Nature Environmental Center space is left unclean after use.

### Examples of Small Food Allowed

Cake, Cookies and Chips (prepackaged) – Yes  
Fruit Trays and Veggie Trays (sealed) – Yes  
Salsa/Dip (prepackaged and no refrigeration required) – Yes  
Candy (packaged) – Yes  
Bagels/Cupcakes/Muffins (prepackaged) – Yes

Meat/Cheese Trays /Salsa/Dip (homemade and require refrigeration) – No

**NOTE: If you are getting food delivered or picking up from a caterer, this must be coordinated with Touch of Nature Environmental Center and does not fall within the Small Food Policy.**