



To: All Full and Part-Time Staff
From: College of Liberal Arts Dean's Office
RE: FINAL Classroom Beverage and Food Policy
Effective: January 1, 2013

The development of new facilities across the University has resulted in significantly improved resources for the learning community. It has become evident that the consumption of beverages and food throughout the premises is having a detrimental effect on the fabric of the buildings. Therefore, this **Classroom Beverage and Food Policy** is now required to preserve the quality of the physical structure of the College of Liberal Arts (Dollye M. E. Robinson Building and Other Affiliated Buildings) at Jackson State University.

We reserve the right to maintain the neat appearance of the Dollye M. E. Robinson Building and affiliated buildings, and to protect the furniture, carpets, computer labs and state property. Thusly, effective January 1, 2013, **beverages and food are NOT permitted in classroom, lab, performance, studio or other instructional spaces.** The following policy guidelines are to be enforced by faculty/instructors teaching in instructional spaces affiliated with the College of Liberal Arts:

- Bottled water is permissible in any location for consumption.
- All other beverages (e.g. carbonated drinks, flavoured water, tea, coffee, etc.) and food of any description is only to be consumed within appropriate eating areas (i.e. common rooms and other catering areas).
- Eating within staff offices is at the discretion of each school or department.
- The consumption beverages and food at organized meetings/events, where appropriate, is acceptable. The event organiser is responsible for alerting catering staff when beverages/food can be cleared away at the close of each event.

Employees, students, and visitors who persistently disregard this policy will be subject to the normal sanctions associated with policy abuse. It is in everyone's interest to maintain the quality of the University's environment to a high standard that we can all enjoy and use to its full potential. Faculty members are strongly encouraged to incorporate this policy into their syllabi and review it with students at the beginning of each semester.

2. If fees are charged for an event, all financial accounting must be processed through an approved University accounting office.

3. Faculty and Staff Requests

An academic or administrative unit must obtain appropriate sponsorship through a department chair, director, dean or vice president.

4. Student Requests

Recognized student organizations and such other student groups must obtain sponsorship through the Office of the Vice President for Student Affairs.

B. Non-University Groups and Individuals

1. In recognizing its community service role, the College of Liberal Arts will consider requests from individuals and groups who have specialized needs. Activities may be permitted if the criteria below are satisfied:

a. The purpose of the activity is consistent with the general objectives of the University.

b. The group or individual must obtain sponsorship of the proposed activity through a JSU academic department, administrative office or recognized student group (as indicated above).

c. Groups or individuals not sponsored by an academic unit, administrative office or recognized student group as set forth above must execute an approved contract.

d. The user may be required to pay to the University all costs incurred by the University as a result of the event (e.g. University Police and University Services personnel, material, etc.) including damages, if any, and must be willing to sign a contract to this effect. The contract will include appropriate requirements for the event.

By signing the supplemental agreement/guidelines below, you acknowledge that you have read the Classroom Food and Beverage Policy and understand its application for space use in the College of Liberal Arts at JSU. You also acknowledge that you understand that the violation of this policy or the aforementioned conditions of this supplemental agreement will result in a maintenance and cleaning fee charged to you and/or your organization.

Print Name (Requestor)

Signature (Requestor)/Date

Print Name (Events Office)

Signature (Events Office)/Date

Print Name (Dean's Office)

Signature (Dean's Office)/Date