Haven Hall Posting Wall & Chemistry Atrium Table Rules/User Agreement

There is no charge for the use of these areas. Use of the space must be approved prior to the event by booking your reservation online: [http://www.lsa.umich.edu/facstaff/facilitiesoperations/roomreservationprocedures](http://www.lsa.umich.edu/facstaff/facilitiesoperations/roomreservationprocedures). This reservation must be submitted by an authorized signer of the group. Approval of your reservation is confirmation that you have read all the rules and regulations for the space you’re requesting. The shortcode you provide at booking will be charged if your group does not clean up after the event or causes any damage to the space.

The space is reserved on a first come, first served basis. Only two student groups for Chemistry Tables (Chemistry Tables A & B) may reserve the area at a time. Haven Hall Posting Wall has four spaces available (Haven Hall Posting Wall A, B, C, & D) you may use only the space in front of the posting wall. Stay within six feet of the posting wall. Do not impede traffic. **Your organization must provide tables and chairs. Do not use classroom tables or chairs.** If it is discovered that you have removed tables or chairs from nearby classrooms, LSA Facilities will no longer allow your organization use of the space. Remove all furniture immediately after the event. The College of LSA is not responsible for lost or stolen items. No items may be sold at informational tables. No audio or video equipment may be used.

**Bake Sales Guidelines:**

a) Use commercially prepared food only. **Do not sell food that has been prepared in a home, fraternity or sorority house, or co-operative.**

b) Food that must be kept hot or cold prior to serving cannot be sold.

c) Serve non-filled bake goods such as donuts, bagels, and muffins.

d) Coffee, tea, or hot chocolate may be served. Hot chocolate mix must be single serve or pour spout.

e) Provide sugar and powdered cream in individual packages.

f) Provide Jam or Jelly in pre-packaged individual containers.

g) Use juices only in individually packaged containers (Juices cannot be iced or refrigerated on site).

h) Store foods and supplies off the floor.

i) Cover all bake goods during display and storage.

j) Use single service cups, utensils and plates. Store cups with the bottom up. Do not handle the rim of cups.

k) Serve baked goods to the customer using a napkin or waxed paper square.

l) Protect food from contamination at all times and keep the work surface clean.

m) **No food may be cooked or prepared on hot plates, pancake griddles, grills, or any other such device. NO PANCAKES OR HOT DOGS!!!**

n) It is the responsibility of the student group for reporting and payment of obligations for taxes (including sales and use taxes).