

Grover Center Food and Beverage Policy

Policy No.: CHHS ADMN-FAC-002

Date Issued: December 1, 2002

Issued by: Douglas Franklin, Assistant Dean for Operations

Approved by: Gary S. Neiman, Dean

PURPOSE: To establish guidelines regarding consumption of food and beverage in Grover Center, thereby contributing to the maintenance and preservation of the building as a clean, attractive, and congenial environment conducive to service/care, learning, study, reading and scholarly endeavors.

POLICY: Responsible food and/or beverage consumption in Grover Center is limited to areas designated within this policy and under the guidelines set forth below.

GUIDELINES

1. Designated Food and/or beverage consumption is permitted in the following areas:
 - 1.1. The Atrium Café and the adjacent areas that have been established as part of the food service operation.
 - 1.2. Private offices and the complexes in which those offices are included.
 - 1.3. Faculty/staff lounges.
 - 1.4. Conference rooms.
2. Beverages in spill-proof containers with fastened lids are permitted in the following areas:
 - 2.1. Public Classrooms.
 - 2.2. Atrium.
3. Food and/or beverage consumption is prohibited in the following areas:
 - 3.1. E211 (Computer Lab)
 - 3.2. Classrooms with wooden floors, E112 (Gymnasium), E114 (Aerobics Room), E116 (Biomechanics/Exercise Physiology Lab) and E216 (Multipurpose Room.)
 - 3.3. All hallways, except as provided in item 1.1 & 1.2
 - 3.4. The computer stations in all public classrooms.
 - 3.5. Unless authorized by the Dean's office, food is prohibited in all public classrooms. (See the PROCEDURE section of this policy.)
 - 3.6. Any space within the building not specifically addressed in items 1, 2 or 3.
4. Compliance and implementation of the food and beverage consumption policy in SPECIAL UNITS (clinics, office complexes, etc.) is the responsibility of those units.

PROCEDURE: In authorized areas or with permission from the Dean's office, food and beverages may be served in accordance with the following guidelines.

1. Food consumers in private offices and the faculty staff lounge are responsible for ensuring that the premises are cleaned during and after eating.
2. The Atrium Café coordinates all other food and beverage requests in Grover Center.
3. A completed food and beverage request form must be signed at least one week prior to the function date.
4. Following the event, the space is to be clean and returned its proper condition and configuration.
5. Failure to comply return the space to its proper condition and configuration will result in:
 - 5.1. Billing to the organization or individual with responsibility for the event for cleaning beyond the normal expectations for the room; the fee will not exceed the cost of additional custodial and maintenance service.
 - 5.2. The loss of the right to serve refreshments in classrooms or other facilities in Grover Center.
6. Points of Contact:
 - 6.1. Rita Duncan, Atrium Café Faculty Catering Coordinator, 740-593-2883 , duncanr@ohio.edu. (or call the Atrium Café 740-597-1276)
 - 6.2. Douglas Franklin, Assistant Dean for Operations, 740-593-0805 [franklin@ohio](mailto:franklin@ohio.edu)

Grover Center Food and Beverage Service Agreement

1. All food and beverage consumption shall be in accordance with Grover Center Food and Beverage Policy, ADMN-FAC-002.
2. Food and beverage consumption is to be confined to the room/space identified in the room/space use contract.
3. **The organization's representative making this reservation is responsible for** set-up and removal of any additional equipment, such as table, chairs, etc. and for returning the space to its stated configuration.

SPACE TO BE USED FOR FOOD/BEVERAGE SERVICE: <input type="checkbox"/> Reserved through Registrar's Office <input type="checkbox"/> Space Request Agreement
FOOD/BEVERAGE TO BE SERVED:
FOOD PROVIDED BY (check appropriate): <input type="checkbox"/> Atrium Café <input type="checkbox"/> Baker Center <input type="checkbox"/> Other, please specify
DATE(S)/TIME(S) FOOD TO BE SERVED/REMOVED:
I/WE REQUEST TO SERVE FOOD/BEVERAGE IN THE ATRIUM OR HALLWAY PER RESERVATION CONTRACT ON REVERSE SIDE—GIVE REASON FOR REQUEST:

I agree to abide by the stipulations set forth in the Grover Center Food and Beverage Policy and understand that failure to comply may result in the future denial of use of facilities.

Signature, Organization Representative: _____ Date _____

Signature, Food Service Manager, Atrium Café: _____ Date _____

Signature, CHHS Dean's Office Representative: _____ **Date** _____

____ Copy to Atrium Cafe ____ Copy to Custodial ____ Copy to Grover Operations ____ Approved by DSF