Snack Request Form must be submitted at least five business days prior to event. We will not accommodate last minute requests.

Date of Event: ___________________________ Reservation Number: ________________________

REQUIREMENTS FOR APPROVAL:
1. Attendance is limited to a maximum of 100 people.
2. Homemade food is prohibited. No meals.
3. Pizza, snack foods, and items from a bakery only.
4. The organization is responsible for cleaning up the room after the event. Failure to do so will result in loss of future reservation privileges.

Name of Organization: ________________________________________________________________

Requestor’s Name: __________________________________________________________________

Requestor’s Phone Number: __________________________________________________________________

Requestor’s E-mail Address: __________________________________________________________________

Location of Event: __________________________________________________________________

Time of Event: __________________________________________________________________

Snack Supplier: __________________________________________________________________

Please select from the following options below:

[ ] Pizza
[ ] Bagel/Donuts
[ ] Beverages (red liquids are prohibited)
[ ] Chips/Pretzels
[ ] Store bought baked goods
[ ] Other ____________________________________________________________

Snack Request: Approved  Date: ________________

Snack Request: DENIED  Date: ________________

Authorized WPU/OSC Signature: ________________________________________________________

We, __________________________ (organization name), understand that we are responsible for the cleanup of the room after our meeting. We understand that we are responsible for cleaning up the room after the event. We also understand that failure to do so will result in the loss of future Reservation privileges.

Signature: ___________________________ Date: ________________