

	<b>POLICY</b>		<b>Motion No.</b>	<b>FF 1024-2013</b>
	<b>Food and Drink</b>		<b>Effective Date</b>	<b>12/17/2013</b>
			<b>Responsible Department</b>	<b>Finance</b>
			<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

### SCOPE

This policy applies to all employees, students and any individual using College facilities. The purpose of this policy is to preserve the instructional integrity and cleanliness of the facility, to reduce maintenance costs, and to safeguard equipment and furnishings from spillage.

### POLICY

Food is prohibited in any instructional space including classrooms, laboratories, and the auditorium. Drinks are permitted only in spill-proof containers in general purpose classrooms. Drinks are not permitted in classrooms with computers or science labs.

Exceptions for special events may be granted in advance of the event by the chief financial officer. Upon approval of an exception for food use, it will be the event sponsor's responsibility to assure cleanliness of the room and that all food material is disposed of properly. The event sponsor must clean-up the room after each event and ensure that all food garbage is emptied into plastic garbage bags provided by the Facilities Department. Upon completion of the event, the sponsor must contact the Service Worker on duty to request removal of the garbage bags.

It is the responsibility of each instructor to require students to comply with this policy. It is also the responsibility of the Administration to require the same compliance by teaching personnel and all employees. Violators will be subject to the College's disciplinary policies. Violators will be required to reimburse the College for cleaning services or repair of any damages incurred as a result of spilled food or drinks. This policy applies to all Pennsylvania Highlands Community College campuses and will supersede any existing Food and Drink policies.

Effective Date	Motion Number	Document Author	Description of Change
12/17/2013	FF 1024-2013	Finance	Revision (event sponsors are responsible for cleanliness of room, instructors are responsible that students comply with policy, and administration is responsible that employees comply)
10/27/2009	FF 1016-2009	Finance	Initial Release