

# EASTERN MICHIGAN UNIVERSITY

## BAKE SALE REQUEST FORM

Upon completion of the form, student organizations please submit the request to Campus Life at [studentorgs@emich.edu](mailto:studentorgs@emich.edu); classes or departments please submit form directly to building administrator. **Requests must be submitted at least one week prior to the event and cancellations must be submitted at least 48 hours prior to the event to avoid penalties.** A scheduled sale cancelled with less than 48 hours notice will still count towards your allotted sales. Student organizations are allowed three bake sales per semester. If the request meets all the requirements for a sale, Campus Life will forward the request to the Building Administrator to reserve the location for the sale. If the date(s) you request is not available, the Building Administrator will contact you and inform you of the next available date(s).

<b>Requestor:</b> _____	<b>Telephone #:</b> _____
<b>Org/Dept.:</b> _____	<b>Requestor Email:</b> _____
<b>Org Advisor:</b> _____	<b>Advisor Email:</b> _____
<b>Date of Request</b> _____	<b>Possible Date(s):</b> _____
<b>Day of Sale:</b> <i>Tuesday</i> <i>Wednesday</i>	<b>Time of Sale:</b> _____

**Sale Location: Please check one**

Location	Building	Sale Location
<input type="checkbox"/>	Mark Jefferson	Lower Level (Ground) by the Rocks
<input type="checkbox"/>	Marshall	2 <sup>nd</sup> floor to the left of the entry
<input type="checkbox"/>	Porter	2 <sup>nd</sup> floor in the lounge
<input type="checkbox"/>	Pray-Harrold	2 <sup>nd</sup> floor outside of room 217 (northwest corner)

**Please list all of the items to be sold at the sale below**

Please list the foods and beverages to be sold and where these will be purchased:

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

**Campus Life Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

Building	Building Administrator	Office Location	Email
Mark Jefferson	CAS Dean's Office	214 Pray-Harrold	<a href="mailto:reservations_artsci@emich.edu">reservations_artsci@emich.edu</a>
Marshall	Smriti Panjabi	304 Marshall	<a href="mailto:spanjabi@emich.edu">spanjabi@emich.edu</a>
Porter	Jeff O'Donohue	310 Porter	<a href="mailto:jodonoh1@emich.edu">jodonoh1@emich.edu</a>
Pray-Harrold	CAS Dean's Office	214 Pray-Harrold	<a href="mailto:reservations_artsci@emich.edu">reservations_artsci@emich.edu</a>

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<b>FOR BUILDING ADMINISTRATION ONLY</b>	<b>Final Sale Date(s):</b>	
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**Building Administrator/Designee Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Building Administrator/Designee please e-mail approved request form to [kwilhoff@emich.edu](mailto:kwilhoff@emich.edu).

**Environmental Health & Safety Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Inspection Notes:</b>

**Inspector:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

**Inspector Signature:** \_\_\_\_\_