

**Texas Woman's University  
Mary Eleanor Brackenridge Student Union  
Operating Manual**

**Subject:** Building Policies

**Date:** March 24, 2011

**Re:** **Bake Sales**

Bake sales are permitted in the Student Union for organizational fundraising purposes. Reservations should be submitted via the online reservation system or by calling the Student Union Office. Only one bake sale per day will be permitted. Bake sales must be located in the designated "Bake Sale" location (Student Life #3) and must be identified as a bake sale at the time the reservation is submitted. Organizations are responsible for supplying their own materials, cash box, and cooking supplies. Organizations are responsible for cleaning up after themselves at the conclusion of the sale.

All items sold must be homemade, no pre-packaged items. No items can be sold that closely resemble items for sale in the Bookstore or Food Service locations within the Student Union. Approval from the Student Union Director or Assistant Director is required at the time of reservation for items to be sold. Specific item information must be included in the reservation form under the "vendor table" tab, for review by the Student Union Office. Items not listed may also be denied for the bake sale.

The Student Union Office reserves the right to prohibit the sale of items that they feel violates this policy. Groups that fail to abide by this policy may be asked to cease their bake sale.

Any deviation from this policy must be approved by the Student Union Director or Assistant Director.