

FF 1024-2013

Background

This policy modifies FF 1016-2009 and 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.

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 Vice President of Finance and Administration. 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.

Motion

To approve a revision of the existing Food and Drink policy (FF 1016-2009) that event sponsors are responsible for cleanliness of the room and disposal of food and garbage at the conclusion of an event. It is the responsibility of instructors to require students to comply with the policy and for Administration to require compliance by 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.

Board Chair

December 17, 2013

Date

