



"Creating an excellent  
college experience"

<b>Date Issued:</b> August 2013	<b>Policy Number:</b>  318
<b>Revised:</b>	
<b>Section:</b> Administration	
<b>Subject:</b>  Use of Dining Services' Popcorn Machine	

### **Use of Dining Services' Popcorn Machine:**

The popcorn machine is typically only for the use of USU Dining Services. Exceptions are cleared through the Executive Director as well as the Assistant Director of Retail Dining.

#### **Procedure:**

1. When the popcorn machine is needed for a USU Dining Services event the person needing the machine will email the Assistant Director of Retail Dining. The requestor will include day and times the machine is needed.
2. The Assistant Director of Retail Dining will check the Retail Dining Marketing Calendar to see if the popcorn machine is available on requested day and times.
3. The Assistant Director of Retail Dining will notify the person requesting the popcorn machine within 24 hour of the request if the machine is available or not.
4. If the machine is available the Assistant Director of Retail Dining will make a meeting in the Retail Dining Marketing Calendar noting that the popcorn machine will be used on the specific day and time.
5. All details of using the machine (product, procedures, cleaning, etc.) will be coordinated thru the Assistant Director of Retail Dining
6. Any concerns will be resolved by the Executive Director of Dining Services.