

MONMOUTH

- COLLEGE -

MEAL EXCHANGE FORM

Date of Exchange _____ Room _____ Time _____
Group _____ Number Attending _____

Meal Exchange Policy:

In exchange for dining privileges in the main dining room, Campus Dining Services will provide the selected menu with the following provisions: meals are limited to recognized campus organizations and 3 meal exchanges per semester per Organization. The event must be booked at least one week prior to service. It is the responsibility of the student arranging this exchange to provide dining services with a COMPLETE LIST of the students and their ID numbers who will be participating in the exchange 3 DAYS IN ADVANCE. The event is not confirmed until this list is received. Meal exchanges are limited to groups of 15 or more.

Meal exchanges are only available Monday through Friday from 5:00-6:00pm in Stockdale Center.

Meal exchanges are not allowed the last week of classes or finals week. Other dates may be blocked because of special events on campus.

We are able to provide one meal exchange per night and will accept bookings on a first come first serve basis, so please book your event early. **If you need to change the service times or menu, you will be charged regular catering rates.** Any guest without a meal plan will be charged \$7.00 for their meal. The organization booking the event will be responsible for those charges. Signing this form is acknowledgement and acceptance of this responsibility.

Room reservations and setup must be booked through the Stockdale Center Office at 457-2345.

I have read and understand the above meal exchange policy.

Phone Number _____

Organization Account _____

Choose your menu from the selections listed below:

Scots Buffet

You can choose any entrée on it's service night in the Maing Dining Room. We'll serve it with salad, dessert and vegetable or starch.

BBQ Cookout

The BBQ Cookout menu includes hot dogs, hamburgers, buns, condiments, chips, cookies and beverages. Vegetable burgers are available upon request. ***This menu is a carry out for you to cook on your own.*** Please note that you must request a grill from the trouble desk at ext. 3333 if you need one.

Pizza

The Pizza Party includes pizzas, soda and cookies. ***This menu is a carry out.***