

Snack Machine Guidelines

Snack Machine Requests

Clubs who would like to use SGA's snow cone, popcorn, or cotton candy machines must fill out a "Snack Machine Request Form" no later than two weeks prior to the event unless extenuating circumstances apply. Clubs must use the machines to benefit Liberty University as a whole (such as tabling, outreach events, etc.).

On the "Snack Machine Request Form," Clubs must provide a Point-of-Contact (POC), President, and Faculty Advisor information. They also must provide an event name and description. If the event has been submitted through 25Live, please provide the Event Identification Code (Example: 2022-XXXXXX).

Snack Machine Supplies

Clubs are required to purchase their own supplies to use with the machines. Each machine requires different supplies as follows:

- **Snow Cone Machine:** Ice, Snow cones/cups, Gold Medal Snow Cone Syrup
- **Popcorn Machine:** Popcorn kernels, Popcorn containers, Orville Redenbacher's Popping and Topping Buttery Flavoring Oil
- **Cotton Candy Machine:** Cotton candy sticks, Cotton Candy Floss Sugar

Returning the Snack Machine

It is preferable for Clubs to pick up the machine the day of the event and return the machine within one business day of the event. The POC will be contacted in the event the machine is not returned in a timely manner or SGA has not received any notification of a late return.

All Clubs must properly clean the machine before returning it to SGA.

Cleaning the machines consist of:

1. Wiping down the machine with a wet paper towel/rag to ensure no food or food products are left in the machine
2. Drying the machine with paper towels/rags

Failure to do so may result in the Club not being able to use SGA's Snack Machines in the future and a monetary penalty deducted from the Club. For more information on how to properly clean the Snack Machines, please ask the Front Desk in the SGA offices located on the third floor above Garbanzo and Career Services.