

Card and Key Access Food Services

Protection of Minors on Campus



Card Access

Card access is specific to campus locations, e.g. residence halls and classroom buildings. For questions or concerns regarding card access, building access or space reservations of any kind, please contact the Office of Business and Auxiliary Services.
910-672-1053

The logistics surrounding the afore-mentioned requests are contractual and should be confirmed on or before contract signing.

For questions or concerns, please contact the Office of Business and Auxiliary Services at 901-672-1053.

Key Requests

- Campus representatives interfacing with programming coordinators must request building and classroom access on or before contract signing.
- Requests for hard keys is contractual and must be submitted on before contract signing.
- If your program requires the issuance of hard keys, please contact the Office of Business and Auxiliary Services at 910-672-1053.

Food Services

The following information is required on or before contract signing:

- Notification of food allergies.
- Confirmed number of program participants, number of feeding days and food service options.
- Total program days.
- Total number of ID cards.

Chaperones and program participants are asked to clean their tables by removing all dishes, trays, paper waste and leftover food after each use. Please return all dishes to the dish conveyor.

Due dates for deposits and advance payments are negotiated via the program contract. Payments are due, accordingly.

Contact Business and Auxiliary Services at 910-672-1053