

## Messiah College Dining Services

### Meal Exchange Policy

**Effective – August 1, 2009**

In planning your catering event for student programs where you desire to use meal exchange equivalency, please plan to utilize exchange units in the following format. Meal exchanges will only be honored for entire dorm or complex activities. Please contact the catering manager (Jodie Etter – ext. 5251) directly for availability and pricing for floor parties.

<b>Plan</b>	<b>Exchange Unit to be deducted</b>
Unlimited / 100 Plan	One Guest Meal must be exchanged
210 / 200 Plan	One of the 210 meals
175 / 250 Plan	One of the 175 meals
125 / 300 Plan	One of the 125 meals
75 / 550 Plan	One of the 75 meals
Commuter Plan	One of the 50 meals
Ala Carte Plans	Lottie Door Price exchange

For all meal plans - Falcon or Flex Dollars may be used for the door price exchange of that specific meal.

Meal exchanges are for pick up parties only. If additional services are required, additional charges will apply.

Please submit to Dining Services all required information concerning the meals to be exchanged including the students name, ID number, meal plan, and unit exchanged on attached form.

Complete list must be submitted, by one designated representative (RA, RD, etc.) to dining services 72 hours in advance or the cost of the meal will be applied to the account number provided

If you have any questions concerning this policy, please contact Jodie Etter at ext. 5251.