

Dining Commons Booking Policy & Procedure	Date Adopted: February 1, 2017
Access: Internal and External usage	Position responsible for compliance: Sr. VP

Policy

Use of the Dining Commons Addition will be exclusive to Niagara University students from Monday 7:00am – Friday 3:00pm during the academic year, unless otherwise determined by the president. Internal and external parties may request to use the facility at all other times during the academic year per the procedure detailed below.

Summer availability for use will begin 10 days after the conclusion of Commencement through the last week of August. (Hours of operation: 7:00am – 11:00pm) also in conformance the following procedures.

Procedure: NU internal events

All internal event requests (examples: NUSGA meeting, college meeting, HR training session) must be entered into Ad Astra by using the specific request form. Approval will be based on the following:

- Availability
- Type of event
- Capacity
- Other events occurring on campus

Student events will receive priority. All events will be approved by the Center for Conferences & Events.

Once an event is confirmed, all changes to the original request must be submitted via email to the Center for Conferences & Events for approval. No changes can be submitted less than 72 hours to the start of the event.

Student groups requesting use of the Dining Commons Addition must complete the Ad Astra request form. Approval will be sent to Campus Activities followed by the final approval from the Center for Conferences and Events.

Students ONLY will have the option to reserve the Dining Commons Addition for private events after 3:00pm – 11:00pm, Monday – Thursday. Usage for weekends will follow the same policy and all internal events.

All event organizers shall either be sufficiently trained, or shall work with Facility Services and Campus Safety, to ensure any event is conducted in compliance with fire code, including space capacity requirements and approved room layout.

Procedure: non-NU external events

All external event requests (examples: non-NU-sponsored summer camp, NYPA meeting, external conference) must have an “NU Contact Point” who is arranging all necessary approvals, contracts, etc. Just as with an NU event, the request to use the Dining Commons Addition must be entered into Ad Astra using the specific request form. Approval will be based on the following:

- Availability
- Type of event
- Capacity
- Other events occurring on campus

Events will be approved first by Center for Conferences & Events (for scheduling and mission) and then by Business Services and Center (risk management and contract approval). **All non-NU events must use either the attached “Dining Commons Addition Rental Contract” OR must be part of a larger contract with NU (for instance, for the operations of an entire summer camp). Please note that insurance generally takes about 2 weeks for review and approval, so the insurance requirements should be pointed out to your contact point at the external organization immediately. Requests to waive insurance should be directed to the Director of Business Services and the General Counsel.**

Any employee requesting the space for personal usage, or a non-NU group they are affiliated with, will be considered an “external event” and required to pay the additional rental fees, as an external user.

Any external group must work with University personnel to ensure any events is conducted in compliance with fire code, including space requirements and approved room layout.

GENERAL CONDITIONS

Catering requirements:

- All catering in the Dining Commons Addition will be provided through Metz Culinary. (no exceptions)
- All guarantees must be submitted within 72 business hours of the event.
- All special dietary restrictions must be submitted within 72 business hours of the event.
- No outside catering will be allowed

- Service of alcohol must be noted in the time of application and a plan for checking ID's and abiding by the site's liquor license must be included.
- All serving of alcohol must be provided by Metz Culinary.

Setup Options:

- Round tables of 10 will be the only accepted set up; **due to both safety and limited storage.**
- The standard set up in the room will be 22 rounds of 10.
- Maximum capacity for a sit down meal will be 250.
- Maximum capacity for a buffet meal will be 220.
- Minimum requirement for set-up will be 100 people. (10 rounds of 10) – Groups under 100 for a meal will be asked to check availability in St. Vincent's Hall, 405/06.
- All capacities will change based on adding bars, additional buffet tables, head table, audio visual equipment, and any additional tables that may be used for registration, displays, etc.
- Theatre style setups will not be available.

Foyer Area:

- Limited usage, based on fire code regulations. Primarily available for registration only.

Cleaning expectations:

- All setups and cleaning will be provided by Metz Culinary – actual costs will be the responsibility of the requester.
- It is the responsibility of the requester to complete all set up and teardown requests through Catertrax.

Rental and fees:

- All external groups will be charged a \$200.00 facility fee per day for usage, with additional costs for special cleanup and other ad hoc expenses.
- All facility rental fees will be waived for internal usage only.

Parking:

- All events on the weekend will be able to use Butler parking lot for vehicles.
- It will be the responsibility of the requester to check with the theatre schedule to avoid any conflicts in Butler Parking Lot.
- Recommendations for parking during weekday events must be approved by Campus Safety.

Requester expectations:

- All events **MUST** have an approved onsite contact and written agreement.
- All student events must have an approved Niagara University employee as an onsite contact. (This name should be submitted at the time of the request in ad Astra)

- It is the responsibility of the event requester to schedule all resets to make sure the room is put back in its original set up at the conclusion of the event and will be held fully liable for any damages to the facility incurred during the rental period.
- It is the responsibility of the requester to schedule any additional security through campus safety. Additional charges will apply.