Douglass Dining Rules and Regulations

Any violation of these policies could result in additional fees or the inability to reserve Douglass for future events.

• RESERVATION
A sponsoring organization does not have a confirmed reservation for Douglass until the User Agreement is completed and submitted. The User Agreement will be emailed to the sponsoring group when a tentative reservation is made with the Wilson Commons Reservation Coordinator. The User Agreement must be submitted at least two weeks prior to the event or the event is subject to cancellation.

• BUILDING AVAILABILITY
Douglass can be reserved on Friday beginning at 2pm and all day on Saturday and Sunday. Douglass closing time is 2:00am. Only the dining room is open to events. Kitchen, service areas, dish rooms, and storerooms will be secured and are off-limits during an event.

• NO SHOW AND CANCELLATION FEES
Events which have not been properly cancelled are considered no-shows. No-shows or cancellations made less than 48 hours prior to the event are subject to the full charges, same as if the event had taken place. To properly cancel an event, please notify the Wilson Commons Reservation Coordinator at least two business days prior to the scheduled start time of the event. In the case of an event being closed down by Security or another University entity, the sponsoring organization will be held responsible for all charges.

• ALCOHOL
All alcohol must be ordered through and served by The Meliora (x5-0852) or another approved caterer licensed to serve alcohol. A complete updated list of approved caterers is available through the Environmental Health and Safety website: www.safety.rochester.edu/sanit/sanhome.html. All student organization sponsored alcohol events must be registered with the Dean of Students Office.

There is a 3-week minimum advance notice required to order alcohol, as caterers need to order licenses from New York State in order to serve in the Dining Center. There may be an additional licensing fee.

• FOOD
All food arrangements must be made through The Meliora (x5-0852) or another University approved caterer. A complete updated list of approved caterers is available through the Environmental Health and Safety website: www.safety.rochester.edu/sanit/sanhome.html.

• SET-UP
All table and chair set-up must be arranged through Facilities. Organizations are not allowed to move the furniture on their own. The extent of the set-up needs and the timing of the event will determine the cost. It is approximately $400 for a full clear of the furniture and then a reset to its normal set-up. If the nature of the event will involve the creation of trash (which would include events that involve food in any way), an Environmental Service Worker will be required for garbage removal. The length and time of event will determine the cost to the sponsoring organization. If Douglass is not found clean after an event, there could be additional costs to the sponsoring group. Please request these services by contacting Dave Butterbaugh at x3-5501.

Contact Event Support (x5-2333) to arrange for audio or visual equipment/labor. Power hookups, including any electricity needed for a DJ or a band, must be arranged through Event Support. Adequate lighting will be determined by Event Support. The lower balcony lights must be left on unless approved.

Furniture moving, event support set-up, and decorating cannot occur on Fridays prior to the Douglass closing time of 2pm.

Sponsoring organization is responsible for removing all decorations and tape, or whatever adhesive was used.

Sponsoring organization is responsible for any charges related to damaged furniture or additional cleaning needed after an event.

• SECURITY
If the event will be open to the general public or if more than 250 people are expected, UR Security must be notified. UR Security will decide whether it is necessary to have an officer(s) present at the event, at the expense of the sponsoring organization.

Effective 9/2/08; Revised 11/24/09