DINING ROOM 6 RESERVATION CONTRACT
This room is provided for the private dining use of University and Student Groups on a reservation basis. Bring this contract to the Brown Dining main office at the Thayer Street side of the Sharpe Refectory to find out the availability of reservation times and additional meeting services for the room. All persons entering the private dining room space MUST use meal credits, cash, flex points, declining balance and/or host meal tickets. If the event is being catered, a roster must be provided to the Catering Office to ensure proper billing.

In order to maintain this space for the use and enjoyment of the Brown Community as a whole, the following guidelines are to be observed and agreed to by reserving groups and individual diners.

1. When a room is available for general dining, all members of the University Community shall have equal access and right to enjoyment of the space. To be fair to all groups, you can not make a blanket reservation for the entire semester or year. **You may request space no earlier than two weeks (14 days) and no later than two days (48 hours) before you wish to use this space.**

2. Use of the room is restricted to Refectory operation hours – 7:30am to 7:30pm. **The space can hold a maximum of 30 people.**

3. Any existing damage to the room or furnishings should be brought to the attention of the Dining Services Supervisor on duty before your function begins. Any damage done to the room or furnishings, or any excessive clean up that is required following the function, will be charged to the reserving group or the person signing this contract, and the requests for future use of space may be denied.

4. Upon completion of your function, all tables should be cleared and trays placed on the tray carts provided in the Main Dining Room.

5. Any behavior that interferes with the peaceful and proper use of any dining space, by members of the Brown Community, will be cause for review of the reservation privilege.

Name of Group/Student Organization/Department

Number of Guests Date of Event Start and End times of Event

Person Responsible for Reservation Telephone Number

revised February 2010