

Office of Campus Life
DINING HALL EVENT REGISTRATION FORM

Dining Hall Event forms should be started at least one week prior to the event to receive approval. For events requiring contracts, please begin the process at least two weeks prior to the event. Event forms, including those in **dining halls, residence hall lounges, Page Commons, Spa, and outdoor events** must be turned in to the Office of Campus Life by **Wednesday at 9 a.m.** the week of the event.

COORDINATORS: _____

CLUB NAME: _____

EVENT TITLE: _____

EVENT DATE: _____ **CELL #:** _____

DINING HALL LOCATION: _____

START TIME: _____ **END TIME:** _____

(SETUP AND TEARDOWN TIME WILL BE APPLIED BY CAMPUS EVENTS OFFICE)

Decorations: _____

(LATEX BALLOONS ARE BANNED ON COLBY CAMPUS, IF YOUR EVENT REQUIRES BALLOONS PLEASE CONTACT CAMPUS LIFE FOR A FULL LIST OF BUSINESSES THAT CARRY MYLAR BALLOONS)

COORDINATORS ARE RESPONSIBLE FOR EVENT CLEAN-UP

(ANY AND ALL ADDITIONAL CLEANING REQUIRED WILL BE CHARGED)

FACILITIES NEEDS: _____

ITS SUPPORT NEEDS: _____

DINING MANAGER SIGNATURE: _____ **DATE:** _____

Policy for Dining Hall Use

- 1: All requests must be approved by Campus Life, Dining Services and Campus Events through an event form.
- 2: At the end of the event the space must be cleaned and all items returned to their original position. This will be the responsibility of the group sponsoring the event. Failure to do so will result in the sponsoring group being assessed for all expenses incurred in cleaning and resetting the dining hall.
- 3: Dining hall furniture cannot be cleared from the space and any furniture that is rearranged must be returned to its original position. Furniture can be moved but must remain in the dining hall. Furniture may not be stored outside. Any damage to the furniture will be charged to the organization/department reserving the space.