SECTION: Business Affairs
SUBJECT: Dougherty Dining Room

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES:
APPROVED BY: President’s Cabinet
EFFECTIVE DATE: October 1999

Purpose
The Dougherty Dining Room is designed to provide a quiet dining setting for smaller groups, especially those desiring a formal environment.

Seating Capacity
The Dougherty Dining Room seats 54 people comfortably.

Reservations
Every group using the Dougherty Dining Room must make a reservation. All reservations must be made through the Director Food Services office.

- The faculty sponsor must reserve the room for his/her student group to use. Students may not make reservations for these groups.
- Two (2) groups may be scheduled simultaneously unless the first scheduled group needs complete privacy.
- For served meals, the Dougherty Dining Room must be reserved with the Director of Food Services and consulted concerning menu, cost of meal, etc.
- If the Dougherty Dining Room is reserved for a served meal for a non-college function such as a wedding rehearsal dinner, a 10% service fee and a room usage fee of $35 will be charged. (The $35 room usage fee will be suspended for Wilmore service clubs.)

Type Of Meal
Tray meal    * Persons attending a function that has reserved the Dougherty Dining Room may go through the line and carry trays into the Dougherty Dining Room.

Catered meal * Menu and cost are to be discussed and finalized with the Director of Food Services. All catered meals served must use the following: linen tablecloths on all tables in use, fine china, and silver for each person, goblets for water and tea service.

Note: When a meal is served in the Dougherty Dining Room, no tray meals may be eaten in the room.
Who May Use The Dougherty Dining Room

- Administration or Administrative committees
- Administration, Faculty, Staff or Students with special off-campus guests.
- Faculty committees
- Staff committees (head residents and resident assistants).
- Individual students or couples may not reserve the Dougherty Dining Room.
- Campus organizations (clubs, etc.) having regularly scheduled meetings may not use the Dougherty Dining Room for a meeting place as it is primarily an eating facility.
- Administrators or Administrative committee have priority over any previously scheduled meals.
- The Dougherty Dining Room is not designed to be used as a room for meetings, birthdays, engagement, or other types of parties. It is primarily an eating facility; therefore, for any social function of this type, there must be a served meal.

Policy For Use Of The Dougherty Dining Room After Hours

Meals may be served to outside groups as long as the student body is not inconvenienced. The request must be approved first by the Director of Food Services.

June 1999