

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Banquet Facility Reservations

POLICY NUMBER:

EFFECTIVE DATE: August 1, 2007

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

Groups or organizations affiliated with Southeastern University wanting to reserve the banquet facilities within Tuscana Ristorante must make a reservation request with the Housing & Conference Services office. Individuals or organizations not affiliated with Southeastern University will be required to pay a rental fee.

Only reservations and rental events that include food are able to use these banquet facilities. Functions that do not include the use of food and an organized program will not be able to reserve the banquet facilities.

The President's Dining Room may only be reserved for functions that the President and/or his spouse host(s) or by the Vice President of Development when entertaining a donor.

The facility is not available for department meetings.

PURPOSE:

To establish a standard policy for the use of Tuscana Ristorante banquet facilities.

SCOPE:

The policy encompasses all reservation and rental use of Tuscana Ristorante banquet facilities.

DEFINITIONS:

Banquet facilities: rooms created within Tuscana Ristorante by mobile walls called Salons A, B, and C

FORMS AND APPLICABLE DOCUMENTS:

Facility Reservation Agreement form

PROCEDURES:

Southeastern groups or organizations will contact Housing & Conference Services to submit a Facility Reservation Agreement form and other food-related details to the Department Secretary of Housing & Conference Services.

Inquiries from groups or organizations not affiliated with the university will be referred to the Conference Services Coordinator who will work with the Department Secretary in the coordination of the reservation.

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The Department Secretary of Housing & Conference Services will then confer with Chartwells in scheduling this event.

Catered events must be requested a minimum of two weeks in advance. The number of plates must be confirmed at least one week prior to the event. Any cancellations must be done more than 72 hours before the event; after that, all applicable fees will be applied (see Chartwells' catering policy).

For non-catered food events, the banquet facilities must be requested more than 72 hours before the event, and the event must be confirmed at least 48 hours prior to the event. Reservations for the banquet facilities for non-catered food events cannot exceed thirty minutes past the closing time of that particular meal.

APPROVAL:

DISTRIBUTION:

AUTHOR: