

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	May 2005
<b>Policy 9.1.6</b>	<b>Use of Cafeteria</b>	Responsibility:	Vice President for Academic Administration

## **USE OF CAFETERIA**

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### **Policy**

The Health Science Center Cafeteria (on the first floor of the Dental School) is restricted for exclusive use by the contractor during Cafeteria operating hours (6:00 a.m. through 4:00 p.m. during all Health Science Center work days). However, it may be scheduled through Academic and Facilities Scheduling for use from 4:00 p.m. to 11:00 p.m. with the following constraints:

1. The room configuration may be modified for a specific need, but the room must be restored to the original configuration immediately after the reservation time expires. If housekeeping services are required to restore the room configuration, the user's department will be billed.
  2. Use of the Cafeteria private dining room facility is limited to functions which include food service provided by the Cafeteria contractor. This food service may be either: (1) in the form of catering provided for the function or (2) participants' purchases from the food service menu. From 11:00 a.m. through 2:00 p.m., reservations will further be limited to groups that have a minimum of 15 people.
  3. Catering requests should be made to the University Dining Services at least 48 hours prior to use.
  4. The kitchen and food service areas are not available unless specific approval of the Executive Vice President for Business Affairs is obtained in response to a written request.
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