



Today's Date _____

REFECTORY TABLE RESERVATION CONTRACT

Tables directly inside the Sharpe Refectory's Main Dining Room are provided for the 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.

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 individuals.

1. When the table is available, all members of the University Community shall have equal access. To be fair to all groups, you can not make a blanket reservation for the entire semester or year. The group **must be** a recognized student organization (through the Student Activities Office) or affiliated or sponsored by a Brown department. **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 table is restricted to meal periods – 7:30am to 7:30pm. The table **must** be staffed for the entire time requested. **Please check in with a Main Dining Room Supervisor before setting up.**
3. Any existing damage to the table or surrounding area should be brought to the attention of the Dining Services Supervisor on duty before your function begins. Any damage done to the table or surrounding area, 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 material (posters, flyers, leaflets, etc...) needs to be removed and trash placed in the receptacles provided.
5. Any behavior that interferes with the peaceful and proper use of this space, by members of the Brown Community, will be cause for review of the reservation privilege.

Name of Group

Type of Event

Date of Event

Time of Event

Person Responsible for Reservation

Telephone Number