

SECTION: **POLICY STATEMENT – COMMERCIAL SERVICES**

SUBJECT: **VISTA GRANDE RESTAURANT RESERVATION POLICY**

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PURPOSE: To establish an operational policy for reserving Vista Grande facilities.

EFFECTIVE DATE: **September 15, 1986**

HISTORICAL: March 1975

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### **VISTA GRANDE RESTAURANT RESERVATION POLICY**

#### **I. POLICY - GENERAL**

- A.** Normally, management will try to accommodate faculty, staff, students, the University with reservations at the requested time and in the manner desired by the respective patron, including the private banquet room.
- B.** Due to peak periods of patronage during the hours of 12:00 Noon and 1:00 P.M. (Monday through Friday), special provisions for reserving tables or the private banquet room are necessary to adequately accommodate Vista Grande patrons.
- C.** Any necessary exceptions to this policy will be appropriately handled by food service management.

#### **II. TABLE RESERVATIONS, MONDAY THROUGH FRIDAY (12:00 NOON THROUGH 1:00 P.M.)**

- A.** No table reservations will be taken between 12:15 P.M. and 1:00 P.M.
- B.** Reservations made will be held for 10 minutes only beyond the reservation time, after which they will be released for use by other patrons on a "first-come, first-served" basis.

#### **III. BANQUET ROOM - RESERVATIONS**

- A.** Private use of this banquet room is encouraged in accordance with campus policy (See Campus Administrative Manual).
- B.** During the peak periods of patronage between the hours of 12:00 Noon and 1:00 P.M. (Monday through Friday), private and exclusive use of the banquet room will require a minimum of no less than thirty-five (35) and a maximum of fifty (50) patrons in a specific group.

1. Smaller groups (i.e., ten, twenty, etc.) may reserve space in the Banquet room during this time period within the provisions provided under the heading "Table Reservations, Monday through Friday (12:00 Noon through 1:00 P.M.)" outlined above, with the understanding they will not have exclusive use of the banquet facility room.
- C.** Groups who may find that this policy for using the Banquet Room does not accommodate their special needs will be encouraged to utilize catering services available at other approved campus locations.