

REFECTORY GUIDELINES

FOR NON-CHRIST COLLEGE GROUPS

Valparaiso University groups and off-campus groups are welcome to schedule the use of the Christ College Refectory in Mueller Hall. The Refectory is a multi-purpose space. The room is scheduled through the Valparaiso University Union (464-5007). The following guidelines apply to the use of the Refectory:

Room Capacity Auditorium style seating: 120 seats Meal service: 11 round tables of 8; total seating of 88

Audio-Visual Equipment_Lighting options are restricted to those on the first page of the lighting panel (general, warm, lecture, dinner). Other lighting needs require the services of a paid technician from the Harre Union.

All sound equipment must be arranged through the Harre Union and may require the services of a paid technician.

Arrangements for other audio-visual equipment, such as VCR, overhead projector, data projector must be made through the Harre Union.

Food and Beverages The serving of any food or beverage must be arranged through University Dining Services (464-5016). Groups may not bring in other food or drinks.

Decorations/Signs Decorations or signs may only be hung on brick using tape only (no pins, thumb tacks, nails or staples). Nothing may be affixed to wood surfaces, metal trim, windows, the side fabric panels or the large white stage backdrop.

Other Restrictions •No sitting or standing on radiators. •No equipment may be stored in or near the Refectory and/or Kitchen. •No live Music or DJs permitted without prior permission.

No open flames.

Advisor Responsibility An advisor from each student organization must be present during the duration of any event. If an advisor cannot be present then an event will not be allowed to take place. Each reservation will require the advisor's signature before the reservation is official. All reservations will be made in the Union Director's Office located in the Atrium Lobby.

Valparaiso University is a tobacco-free campus.

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