



"Creating an excellent  
college experience"

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<b>Section:</b> Operations	
<b>Subject:</b>  Reserving The Junction or The Depot for Events	

## **Reserving The Junction or The Depot For Events:**

This is the process used between management at The Junction and reservation applicants to avoid confusion in the process of reserving The Junction or The Depot. To reserve the Depot (Junction Conference Room) for meetings please refer to policy 104.

### **Procedure:**

1. Applicants will communicate with management at The Junction to obtain a Reservation Form (114a) for The Depot or The Junction.
2. Reservation forms should be submitted at least 3 Business Days prior to the event, and are accepted up to one month in advance. If a form is not turned in at least 3 Business Days in advance it may be denied. Final guarantee counts are required three working days prior to the event. Increases in counts given less than three working days prior to the event may be accommodated, but may be subject to a 25% surcharge on the additional meals. Cancellations received less than three working days prior to the event may be subject to a cancellation fee of 30% of the total event.
3. All meals are priced per person. Bakery or other a la carte items are priced by the dozen or as specified on the menu. Prices are subject to change without notice.
4. The invoice is calculated using the guaranteed guest count or actual guests served, whichever is greater. Guests over the guaranteed count may be subject to a 25% surcharge. Any off campus customers may be required to pay a maximum \$200 non-refundable down payment or 30% of event cost at time of booking. Final payment of your event is due upon receipt of your invoice. Current Utah State Sales and Restaurant Tax will be applied unless a tax ID number is given or the event is charged to a University Purchasing card. Any account over 30 days past due may be charged a 3% monthly service charge. In the event your account is sent to an outside collections agency you will be responsible for all fees and charges incurred during the collection process including the collection agency's fee.
5. The Junction does NOT offer any full service catered events. All events are served on The Junction main line or are self served buffet line. Guests are responsible to get their own silverware, drinks, and at the end of the meal bus their own dishes. No wait staff will be provided for any events. Full service catering is available thru University Catering.
6. Speak with management about Special Event Hours for each space. Management may not be able to accommodate desired event times.
7. The person or group listed on the form will be held responsible for all cleaning, damages, and associated charges that result from the corresponding event. Any Junction equipment used during an event is due back to management by the end of the event. The Junction does not rent or loan out any equipment.

8. Guests are responsible for decorations, and table centerpieces. Table Linen may be rented at the cost of \$4.50 per table.
9. If a group desires to reserve The Depot or The Junction during hours when The Junction is not open, a fee of \$25 an hour will be applied to the event. This fee may be waived when purchasing Meal Service. A Dining Services employee MUST be present at any meal or event held that is not during regular Junction service hours. Exceptions must be cleared thru Junction Management.
10. All groups must check in with management before beginning their event. Only USU Dining Services food is allowed in the Depot or Junction. Applicants should discuss food options with management before submitting the reservation form. Management will contact each client to discuss and confirm menu and cost.
11. The customer is entitled to all meals which are billed for but not consumed. Said meals will be made available to the customer upon request at the conclusion of the event. The culinary team will determine the serving amount and containers in which leftover food will be given. The customer is not entitled to the amount of food that The Junction prepared over the customer's guaranteed guest count. All food in The Junction and adjoining areas must be provided by Dining Services. Food ordered ala carte' (i.e. 3 dz. Cookies @ \$6.00/dz.) is the property of the buyer. Food ordered by the person (i.e. \$10.50 / person) is the property of The Junction.