



"Creating an excellent
college experience"

Date Issued: June 2015	Policy Number: 130
Date Revised/Reviewed: November 2016	
Section: Operations	
Subject: Groups thru The Marketplace	

Groups thru The Marketplace:

This states the procedures for groups going thru The Marketplace. It includes the process for reserving a Colony Room and having it setup by The Marketplace staff.

Procedure:

1. All groups wishing to eat in The Marketplace will need to contact the Operations Manager of The Marketplace. This can be done either by phone 797-5512 or by e-mail at David.chambers@usu.edu
2. Once the reservation has been made, the customer will coordinate reserving a Colony Room by contacting Suzann Miller in the TSC Scheduling Office. As part of this process, table setup will be arranged and any other needs (A/V, etc.) will be coordinated.
3. The group is notated in the book at the cash register, including the price and whether or not the Colony room has been reserved.
4. It becomes the **responsibility of the management of The Marketplace** to ensure that the back door is open, the room is setup with linen, S&P and a bussing station, and that the group is met as they enter and instructed on eating in The Marketplace and utilizing the Colony Room.
5. Once the group leaves, it is **The Marketplace's** responsibility to make sure the room is cleaned up.