1. GENERAL

1.1 The Cadboro Commons Building is a University facility which provides food services for resident students and other members of the University body. In addition, the Cadboro Commons Building contains meeting areas and may also be used for a variety of social functions.

2. MANAGEMENT OF THE CADBORO COMMONS BUILDING

2.1 The Manager of the Cadboro Commons Building is responsible to the Director, Student and Ancillary Services, for the management of the Cadboro Commons Building, including:

2.1.1 preparation and administration of an operating budget for the building;

2.1.2 day-to-day operation of the building, including liaison with the Department of Buildings and Grounds; and

2.1.3 coordination of necessary arrangements in connection with booking of the Cadboro Commons Building.

3. USE OF FACILITIES

3.1 Main Dining Room:

3.1.1 The Main Dining Room is to serve as the main dining area for resident students.

3.1.2 The Main Dining Room is also to serve as a food outlet for non-resident students and other members of the University community on a cash basis (meal passes will be available for purchase from the office of the Food Services Department).

3.1.3 The Main Dining Room may serve as a social centre and meeting place for large groups in accordance with the University Bookings Policy.

3.1.4 The hours of operation will be established by Food Services management relative to the needs of total registration in the residences and to budgetary constraints.
3.2 Coffee Gardens and Raven's Wing:

3.2.1 The Coffee Gardens and Raven's Wing are to serve as cafeterias for all members of the University community and visitors to the University.

3.2.2 The Coffee Gardens and Raven's Wing may also serve as auxiliary catering facilities.

3.2.3 The hours of operation will be established by Food Services management relative to the needs of the University community and to budgetary constraints.

3.3 Private Dining/Meeting Rooms (Gold and Green Rooms)

3.3.1 These rooms are to serve primarily as private dining areas in accordance with University Bookings Policy. The Gold Room operates as a Buffeteria daily from 11:00 a.m. to 2:00 p.m.

3.3.2 The Green Room may be booked between the hours of 8:30 a.m. and 1:00 a.m. The Gold Room is available for early morning and for evening bookings.

3.3.3 These rooms are reserved primarily for functions requiring luncheon or dinner service.

3.3.4 These rooms may be booked on a tentative basis for meetings not requiring food service. Such tentative bookings shall not be confirmed prior to 48 hours in advance of the meetings.

4. BOOKING POLICY - MAIN DINING ROOM AND PRIVATE DINING/MEETING ROOMS

4.1 The following priorities will be used when booking these dining areas:

4.1.1 official University functions (space required by the President or Chancellor);

4.1.2 functions sponsored by the Residence Councils (up to a maximum of eight per year);

4.1.3 functions sponsored by groups within the UVic Student Society (up to a maximum of fourteen per year);

4.1.4 functions sponsored by groups in connection with the University (such as Alumni Association, C.U.P.E., and Faculty Association).

4.1.5 functions sponsored by outside organizations.

4.2 Bookings of the Main Dining Room or any other major facility in the Cadboro Commons Building shall be undertaken when it is assured that such action will not interfere with the normal operation of the Main Dining Room and residences.
4.3 Student dances will be the responsibility of either the UVic Student Society or the Residence Councils and held in accordance with Policy Guide No. 1780 (Student Dances - Authority of Board of Governors).

4.3.1 UVic Student Society-sponsored functions will include those organized by the UVic Student Society as well as affiliated clubs, but excluding residence groups.

4.3.2 Residence functions are to be sponsored by the Residence Councils.

4.4 Normally no dances or other major functions shall be booked in the main Dining Room on week nights during the academic term.

4.5 Charges for use of the Commons Building facilities shall be assessed in accordance with current rates.

4.5.1 The rental rates for University users shall be determined on the basis of the average of the estimated direct costs incurred by the University for such events.

4.5.2 The rental rates for non-University users shall be determined on the basis of a review of prevailing rental rates for comparable facilities in the Greater Victoria community.

5. USE OF LIQUOR

5.1 Serving liquor in the Cadboro Commons Building will be in accordance with the policy titled Policy Governing the Use of Liquor in the Cadboro Commons Building - Policy No. 6445.

POLICY GOVERNING THE OPERATION OF THE CADBORO COMMONS BUILDING

NOTES

1. Coffee, light refreshments and/or bar service may be provided by Food Services upon request. The cost of such service shall be added to the rental rate.

2. The rental charge will be waived if full catered luncheon or dinner services are provided by Food Services with the booking.

3. Charges for special requirements, such as bar services, audio-visual equipment rental, etc., will be charged to the organization sponsoring the function. Liquor laws require that bar services are provided by the University only.

4. Damages and unusual costs incurred will be charged to the sponsoring organization.

5. Charges for student functions will be equal to actual janitorial charges from Buildings and Grounds.