



Northwest UNIVERSITY

Guidelines for Reserving the Private Dining Room in the Caf

As part of the remodel of the Caf, a private dining room was added with walls and doors. This private dining space will generally be open for use by faculty, staff, and students; but it can be reserved for a private meeting or event under the following guidelines.

1 – The group size must be at least 15 people.

2 – On Chapel days (Wednesday and Friday), the private dining room can be reserved for lunch meetings, but not until 12:45 due to the after-Chapel lunch rush and the need for that area to be available for general seating.

3 – The private dining room is not available for private meetings or events during new student orientation at the start of the fall semester, on Northwest Fridays, or other admission related events.

4 – The private dining room can be reserved using the normal room reservation system. When you are scheduling your meeting using Outlook, type in “Private Dining Room”, as one of the meeting invitees. Also, in the text area, please indicate how many people will be attending your meeting. The request will go to KiKi Hadden for review and approval.

5 – Outside food and drink is not permitted in this space.

Please direct any questions to John Jordan or KiKi Hadden.