

Oxnard College

Student
Activities
Office



CAFETERIA USAGE RULES

(As set by the Business/Public Services Division)

1. All interior postings must be placed on the 5' x 6' cork bulletin board on the north wall of the dining room.
2. Exterior postings, such as banners, should be attached to the beams or other wood areas with thumbtacks or small nails that can be easily removed.
3. All decorations must be removed at the end of the event. In the past, decorations have been yanked down leaving pieces of the decorations attached to the beams—this is not acceptable.
4. All postings must be removed in a timely manner, i.e. within 48 hours after the event.
5. Contact the Business/Public Services Division Office for approval and information regarding use of cafeteria space and/or facilities prior to requesting scheduling on the Master Calendar.
6. Cleanup of the area can be made either by the group using the facility or with the college's M & O staff. Prior arrangements must be made or college staff will be expected to clean up after your event.
7. The tables on the enclosed patio can be broken down and removed. Tables in the interior dining room cannot be removed or stacked, but can be placed along the walls.