

## Dining: Group Dining Policies

### **GROUP DINING POLICIES**

- I. All group requests under 20 attendees are subject to general seating only. Attendees are responsible for finding seating where it is available. Exceptions may be considered in specific circumstances for groups with young children or if your guest(s) have accessibility needs. If you have a special accommodation seating need, please submit a [dining contact form](#) for assistance. Large groups of 20 or more dining at The Commons on the Kennesaw Campus may request a reserved section; however, accommodation is not guaranteed and will be dependent on availability and the volume of business for that day.  
Reserved seating requests for Stingers on the Marietta Campus cannot be accommodated due to limited space. Additionally, reserved seating requests made outside of reserved seating hours will not be considered.
- II. If you submit a request and need to cancel, please submit a [dining contact form](#) for assistance. If cancellation notice is not provided at least 24 hours prior to the scheduled visit date and your group does not show, you will be charged 90% of the total attendee count originally provided to account for lost service.
- III. There is a 90% guarantee enforced for groups of 20 or more. If less than the originally provided number of attendees show on the day of your reservation without 24 hours' notice prior to your visit or if your group does not show for their reservation altogether, you will be charged for 90% of the original headcount provided. Additionally, if your group numbers fall below 20 guests and you have been booked for reserved seating, your section will be released, and your group will be changed to general seating
- IV. If seating accommodation is needed due to wheelchair accessibility or if you are visiting with young children under the age of 16, please include this information in your request for assistance.
- V. If booking the upstairs Mezzanine Suite for private dining, a booking fee of \$75 will be charged by invoice to cover additional labor needed for setup and cleanup.
- VI. Large groups of 20 or more that are approved for reserved space will be limited to a one (1) hour reservation time. If your group is late, the space will be held for 15 minutes after your scheduled time of arrival. If your group arrives later than 15 minutes past, the space will be released, and your group will be changed to general seating.
- VII. Groups of 100 or more may be asked to break up into waves to avoid long wait times at the entrance and dining stations. A dining representative will reach out to you upon receiving your request if this is necessary for your visit.

- VIII. Large groups are encouraged to have an identifier for their group (tickets, name tags, lanyards, etc.) so that our team can distinguish your guests from regular guests. If your group has an identifier, please provide this in the comment box of your request.
- IX. Anyone entering the dining hall will be charged for entry, even if they do not plan to eat.
- X. There are no additional discounts beyond the group rate for groups of 20 or more or the 10% Faculty/Staff discount for internal groups paying by card. Internal departments are strongly encouraged to purchase a department Meal Plan for optimal cost savings.
- XI. Cash is not accepted in either dining hall (or any retail dining locations on campus) and individual card payments cannot be accommodated. All payments **must** be made on one (1) card, check or invoice. For internal departments, invoicing options are only available for department Meal Plans. External departments will be invoiced if payment is not made upon arrival. Dining submits invoice requests to the accounting department and if any adjustments are needed for your invoice, you may contact accounting directly at [KSUDSACCT@kennesaw.edu](mailto:KSUDSACCT@kennesaw.edu).
- XII. All dirty dishes and trash must be brought to the dish return. Please do not leave trash at your table. If booked in the Mezzanine Suite, a dish return cart and trash can will be provided in the room.
- XIII. Do not move tables or chairs as this is a tripping and accessibility hazard.
- XIV. No outside food or drink is allowed inside the dining halls and food may not be taken out of the building.