

DEWICK-MACPHIE DINING HALL

NOTE: All student organization requests for Dewick need to be submitted three weeks in advance; a representative of the student group will be required to attend an Event Registration meeting.

Dewick Dining Hall is an event space with a stage; A/V must be reserved separately. Due to closing and clean-up times, events Sunday through Thursday cannot start until 10:30 pm. Events on Friday and Saturday can start as early as 9:30 pm; all events must end by 1 am.

- **Capacity:** Seating capacity is **300**; standing capacity is **400**.
- **Furniture:** Chairs can be arranged auditorium style with the 250 existing Dewick dining chairs, for no cost, or 300 smaller folding chairs, for cost through facilities rental.
 - To order more chairs or any additional needs, a facilities on-line work order request must be submitted; the OCL office can assist you with entering your work order.
 - Plants on stage – can be moved if necessary by Event Staff ONLY.
- **Food:** Tufts Catering only, no outside food is permitted.
 - To order Tufts Catering, call (617) 627-3411. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
 - Events with alcohol are allowed in this space; alcohol must be purchased, sold and distributed through Tufts Catering only.
 - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **Audiovisual Equipment:** There is no A/V equipment in this space.
 - Any A/V equipment must be ordered through an on-line request to Audio Visual Services at least 10 business days prior to your event. [A/V On-line Request Form](#)
- **Guest List:** Maximum of 25 non-Tufts guests & e-mail to the [OCL](#) at least 72 hours before your event.
- **Tufts + One Guest Event:** May be approved depending on the event, this will be determined at an Event Registration meeting.
- **Event Staff & TUPD** are required for events in this space.
- **Rehearsals:** Contact the OCL to set-up rehearsal times.

All Dewick events are subject to multiple department approvals and require attendance at the weekly Event Registration meetings (Friday 10 a.m., Mayer Campus Center Room 203). To set-up event rehearsal times, contact the OCL.

It is important to remember that you and your organization are responsible for the proper use of Dewick Dining Hall. Use of the signs, posters, or other materials may NOT be taped or tacked to walls, floors, ceiling, doors or drapes. No permanent markings, scuffing of walls or damages to furniture or structures.