

Cat Cavern Closure/Reservation Request Form

Please read carefully:

Numerous requests are made throughout the year to reserve and/ or close the Cat Cavern for various events during the normal operating hours. The Cat Cavern is dedicated to use as a food service facility from 8:00AM to 2:00PM each workday. It is not to be closed during these six operating hours each weekday. Closure causes a difficult financial loss to the University and increases the congestion at Goudy Commons, especially during the lunch hours, causing great inconvenience to the Willamette community. The Cat Cavern will only be made available for up to 15 events per academic year based on campus priority and Dean or Vice-President approval. The Classified Lunch has the first priority for up to 10 lunches. The College of Law, Atkinson Graduate School of Management, College of Liberal Arts, and Campus Life may request one closure per year when approved by the Dean or Vice-President of each area. Whenever possible, events that will require the closure of the Cat Cavern should be scheduled on a Monday or a Friday. Perhaps your event would be as successful in a different campus location. Your cooperation to keep the Cat Cavern operating daily for the campus community is greatly appreciated.

Please fill out the following information and submit to the Office of Scheduling, Events, and Conferences at the earliest date possible:

Name of person(s) or Department(s) making request:

Date of reservation/closure:

Time(s) needed:

Reason and/or purpose:

Signature of person(s) making request:

Signature of appropriate Dean or Vice-President:
