

MADISON COLLEGE
Harrisonburg, Virginia

DINING HALL PROCEDURES

The following procedures have been prepared by the Student Government and college personnel to facilitate the use of the new dining hall. It is requested, and expected, that the individual student know these procedures so that an efficient pattern of dining hall usage may be established.

I. Entering the Dining Hall:

A. For Cafeteria-style Meal

- (1) Residents of Hoffman, Gifford, Wayland, and Logan use entrance number 3 for dining rooms B and C.
- (2) Residents of all other dormitories use entrance number 5 for dining room D.

(Exception: Entrance 5 is closed for Saturday breakfast, Sunday breakfast and supper, and the last meal before a holiday. At these times use entrance number 3.)

B. For Seated Meals (Monday – Thursday):

- (1) Students who eat in dining room B use entrance number 2 and leave coats, books, etc., in dining room A.
- (2) Students who eat in dining room C use entrance 3.
- (3) Students who eat in dining room E use entrance number 6, and leave coats, books, etc., in dining room F.

C. Students With 12:00 Noon Classes:

- (1) Students with 12:00 noon classes may use special line which forms at entrance 3 for dining room B at 11:15 a.m. Others without noon classes may enter this line at 11:30 a.m.

Note: Longest lines have proved to be at 7:15, 7:30, 7:40 and 8:20 a.m. for breakfast and 11:50 a.m. for lunch. Avoid these times if possible. Students should arrive at the dining hall in ample time to be served before the closing times of 8:30 a.m., 1:10 p.m., and 6:00 p.m.

II. Coat Rooms:

- (1) Coat racks are arranged so that waiting space is available in the center of the rooms.
- (2) Please do not block doorways.
- (3) Please return hanger on rack. Hangers on the floor may result in tripping and injury to fellow students.

III. Line Procedure:

- (1) Have meal ticket ready. Show only your personal ticket to checker, who is required to see number and deny anyone entrance who does not show own ticket.
- (2) Hostesses should be shown courtesy of being allowed to go to the head of the line.
- (3) No breaking into line by students is allowed.
- (4) Keep line moving because time is lost by gaps. Dining hall personnel and Student Government members will help keep lines moving. Make choices of food promptly.
- (5) "Seconds", when available, may be obtained by waiting for a break in the line, although newcomers have the right to be served before those students requesting "seconds".
- (6) At the serving counter, take the plate farthest down the counter from the server. If there is a variety of portions on plates displayed, take the one you want. You may ask for a larger serving, as this minimizes number of "seconds" requested.

IV. Leaving Dining Hall:

- (1) Place trays in racks, skipping a space, so that uneaten food and glassware are not knocked to the floor.
- (2) Leave by nearest exit and do not walk through other dining rooms to get out of the building.

V. Meal Tickets:

- (1) Student is responsible for own ticket. Loss of meal ticket should be reported immediately to Mr. Seese, the Treasurer, as owner of ticket is responsible for any meals obtained through ticket. Student teachers should turn in tickets before leaving campus; otherwise they may be charged for meals. Also, students withdrawing from the college should turn in ticket to Dean of Students, as refunds are based on date turned into the office. If a ticket is apparently lost, a duplicate issued, and later the original ticket is found, it must be turned in to the Treasurer.

VI. Violations:

- (1) Violations of the foregoing procedures may be considered a breach of conduct with disciplinary action following.
- (2) Head waitresses and waitresses are required by the college to report improper behavior in the dining room to the dietitians, who in turn will report immediately the violation to the proper Student Government officials. There are to be no exceptions to this procedure.

VII. Miscellaneous Regulations:

- (1) No food shall be removed from the dining hall except fruit, wrapped ice cream and wrapped Sunday night desserts. Wrapped items should be taken back to dormitories for consumption.
- (2) All books, coats, hats, newspapers, scarves are to be left in coatrooms for cafeteria meals. Tables are provided for this purpose for dining rooms B and E at seated meals only.
- (3) Only waitresses are allowed in the waitress locker room.
- (4) No student shall obtain food for someone who does not have a ticket, or has not paid for the meal.
- (5) Students will be appropriately dressed.
- (6) Students will observe all general college regulations applicable in the dining hall.

Note: Admission to dining hall will be denied those students involved in persistent misconduct, disobedience of procedures, general misbehavior. Suspension or expulsion may result in serious cases.

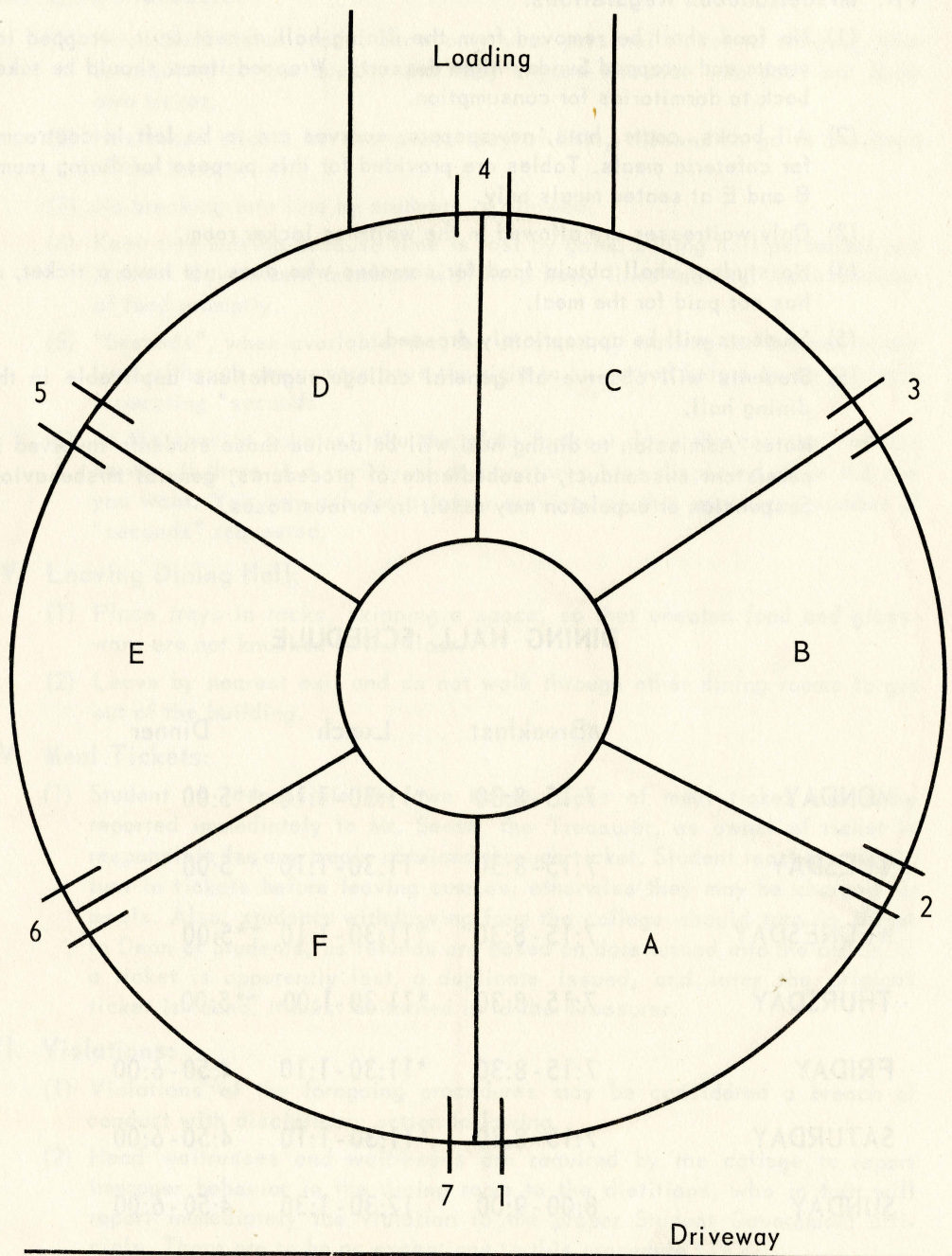
DINING HALL SCHEDULE

	#Breakfast	Lunch	Dinner
MONDAY	7:15 - 8:30	*11:30 - 1:10	**5:00
TUESDAY	7:15 - 8:30	*11:30 - 1:10	**5:00
WEDNESDAY	7:15 - 8:30	*11:30 - 1:10	**5:00
THURSDAY	7:15 - 8:30	*11:30 - 1:00	**5:00
FRIDAY	7:15 - 8:30	*11:30 - 1:10	4:50 - 6:00
SATURDAY	7:15 - 8:30	*11:30 - 1:10	4:50 - 6:00
SUNDAY	8:00 - 9:00	12:30 - 1:30	4:50 - 6:00

The Dining Hall will not serve breakfast after the hours given.

* Dining Room B is open for those with 12:00 Classes at 11:15.

** Dinner at 6:00 for those who have classes until 5:50.



[SGA 93-0401, Box 2, Folder 11]