Boileau Hall Building Guidelines
(Internal Events)

Event Name: 

These guidelines are enforced to prevent accidents and damage to the space. **If these guidelines are not followed, additional charges will apply.** In order to request Boileau Hall, users must contact Events at 314-977-6338 or events@slu.edu. Your signature on these guidelines and the approved event request form is your acknowledgment that Boileau Hall is rented only in compliance with the following:

**General**
- Seating at round tables in the main room is limited to 72 people.
- Theater style seating in the main room is limited to 150 people.
- **Minimum room capacity: 40 people**
- Conference rooms located on the 2nd floor are not to rented or used.
- Smoking is prohibited in Boileau Hall.
- No taper candles allowed. Candles must be contained in a holder and are to be used only on tables.
- Floral centerpieces are allowed.
- Music after 10 pm is prohibited.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- Children under the age of 14 require supervision. Children must be accompanied by a parent or guardian on each floor.
- No animals allowed, except Aid dogs, with advance permission.
- Artwork in the space is subject to change.
- Boileau Hall assumes no responsibility for personal property before, during or after an event.

**Food and Refreshments**
- Any caterer may be used in Boileau Hall; however, groups are responsible for the removal of all trash to the outside dumpster if the University caterer is not used. Fees will apply if trash is left in the building at the conclusion of the event when catered by an external caterer.
- All alcoholic beverages must be served and ordered through CaterSLU only.
- No alcoholic beverage may be served to anyone under the age of 21. All guests must have a valid I.D.
- If accidental spills occur, we request you notify a staff member so that the spill may be cleaned up immediately.

**Room Set-ups**
- Events will coordinate all room set-ups with the University housekeeping staff.
- **Final schematics are due 7 business days prior to the event date** (changes will not be accepted after this deadline).

**Audiovisual Equipment (AV)**
- **Room AV Equipment:** 1 portable projection screen | 1 podium with an attached microphone.
- Audiovisual needs & changes must be requested **7 business days prior** to the event.

**Deliveries**
- Boileau Hall has limited storage space for outside deliveries. Arrangements must be made with Events.
- All rentals and deliveries must be picked up immediately following the event. If this is not possible, clients must make special arrangements with Events.
- A list of deliveries and the rental companies’ names must be provided to Events in advance.
**Parking**
- Boileau Hall has a parking lot with a total of 25 spaces and 1 disabled space.
- For additional parking, please contact your Events Representative.

**Department of Public Safety (DPS) (314-977-3000)**
- A DPS officer is not required to stay the duration of internal events.
- Designated unlock and lock times must be provided to Events so DPS can unlock and lock the space.
- If the client arrives late to unlock the space or the event ends at a different time than the scheduled time, the client must call DPS directly to schedule another time.
- **At no time can the building be unattended by the host.**

**Photography**
- Photography for personal use is allowed.
- Photography for reproduction or commercial use is not allowed without prior written permission from the Saint Louis University Marketing and Communications Department.
- To prevent damage, video cameras and photography lighting cannot be directed onto any artwork in Boileau Hall.

By signing this document you agree to comply with the guidelines for the use of Boileau Hall.

_______________________________________  __________________
Signature of Reserver      Date

____________________________________  __________________
Advisor’s Signature for Student Organization  Date