Center for Global Citizenship 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 the CGC auditorium and atrium, 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 the CGC is rented only in compliance with the following:

General

- Seating at round tables is limited to 144 people.
- Theater style seating is limited to 360 people.
- **Minimum room capacity: 75 people**
- Balcony seating is limited to 600 people.
- The maximum occupancy for the building is 2,885 people.
- Existing furniture in the atrium cannot be moved.
- Building hours are 7am to 10pm, seven days a week.
- Smoking is prohibited in the CGC.
- No taper candles allowed. Candles must be contained in a holder and are to be used only on tables.
- Floral centerpieces are allowed.
- 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.
- The CGC assumes no responsibility for personal property before, during or after an event.

Food and Refreshments

- Any caterer may be used in the CGC; however, groups are responsible for the removal of all trash to the outside dumpster if the University caterer is not used. Additional charges will apply if trash is left in the building at the conclusion of the event when catered by an external caterer.
- All alcohol must be provided and served by CaterSLU. Please contact CaterSLU at 314-977-9430.
- 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:** Built in computer | video wall | projector | video conferencing system | 4 hand-held wireless microphones | 2 lavaliere microphones | VGA & HDMI laptop inputs | Blu-Ray player
- AV needs & changes must be requested 7 business days prior to the event.
Deliveries

- The CGC 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

- Please discuss your parking needs with Events. Events will work with Parking & Card Services to arrange your parking request.

Department of Public Safety (DPS) (314-977-3000)

- Clients are not required to meet DPS to have the space unlocked or locked.
- If additional security is necessary, please contact your Events Representative.

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.

By signing this document you agree to comply with the guidelines for the use of the Center for Global Citizenship.

_____________________________________________  __________________
Signature of Reserver       Date

___________________________________________  __________________
Advisor’s Signature for Student Organization   Date