Sinquefield State Room (409), Conference Rooms 404, & 406 Guidelines  
(Internal Events)

Event Name:  
Event Date:  

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 Sinquefield State Room (DBG 409), 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 DBG 409 is rented only in compliance with the following:

**General**
- Sinquefield Stateroom: Seating at round tables is limited to 192 people | Theater style seating is limited to 200 people  
- **Sinquefield Stateroom minimum room capacity: 75 people**  
- DBG 404: Conference seating for 18 people  
- DBG 406: Conference seating for 23 people  
- Smoking is prohibited in DBG 404, 406, 409, and all other rooms in DuBourg Hall.  
- No taper candles allowed. Votive candles must be contained in a holder and are to be used only on dinner tables.  
- Table floral centerpieces allowed. No other flower arrangements are to be placed on tables.  
- No access to staff offices, kitchen or storerooms.  
- Children under the age of 14 require supervision. Children must be accompanied by a parent or guardian.  
- No animals allowed except Seeing Eye dogs with advance permission.  
- DBG 404, 406, & 409 assumes no responsibility for personal property before, during or after an event.

**Food and Refreshments**
- CaterSLU is the exclusive caterer for DBG 404, 406, & 409. Please contact CaterSLU at 314-977-9430.  
- All alcoholic beverages must be served and ordered through CaterSLU only.  
- No food or drink allowed on sculptures, bookcases or display cases.  
- 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 DBG 409**: Podium with attached microphone and projector screen.  
- Audiovisual needs & changes must be requested **7 business days prior** to the event.

**Deliveries**
- DBG 404 406, & 409 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)

- A DPS officer will unlock the space prior to all events.
- Clients are not required to meet DPS to have the space unlocked or locked.

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 DBG 404, 406, & 409.

____________________________________________   __________________
Signature of Reserver        Date

____________________________________________   __________________
Advisor’s Signature for Student Organization    Date