Il Monastero Guidelines
(Internal Events)

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 Il Monastero, 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 Il Monastero is rented only in compliance with the following:

General
- Seating at round tables is limited to 128 people for the Sanctuary and 144 people for St. Louise.
- Theater style seating is limited to 200 people for the Sanctuary and 250 people for the St. Louise.
- Sanctuary & St. Louise minimum room capacity: 40 people
- Smoking is prohibited in Il Monastero.
- 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.
- Il Monastero assumes no responsibility for personal property before, during or after an event.

Food and Refreshments
- Any caterer may be used at Il Monastero; 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 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 for Sanctuary: Podium with attached microphone | 2 hand-held wireless microphones | lavaliere microphone | 2 stationary projectors | 2 drop-down projector screens | video conferencing system | built in computer with laptop inputs | Blu-ray player.
- Room AV Equipment for St. Louise: Podium with attached microphone | projector | stationary projector screen | portable projector screen | VGA cable for laptop input.
- Audiovisual needs & changes must be requested 7 business days prior to the event.

Deliveries
- Il Monastero 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**
• Il Monastero has a complimentary parking lot with a total of 78 spaces and 3 disabled spaces.
• The parking lot can only be used by those who are attending the event. If two separate events are occurring at the same time in the building, the parking will be shared by both events.
• 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.

By signing this document you agree to comply with the guidelines for the use of Il Monastero.

__________________________________________  __________________
Signature of Reserver       Date

__________________________________________  __________________
Advisor’s Signature for Student Organization   Date