Outdoor Space Guidelines

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 outdoor space, 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 all outdoor space is rented only in compliance with the following:

**General**

- Vehicles are not allowed to drive or park on the sidewalks or grass areas.
- No staking of tents, signs, etc. in the ground without Events approval. Groups are responsible for damage if they stake without the approval.
- Distribution Services reserves the right to cancel any outdoor event due to weather. Please coordinate a rain location with your Events Representative upon completing your reservation.
- Clients must check out a table, chair, or trashcan key from Events. Clients will use the key to unlock the chairs, tables, and or trashcans. At the conclusion of the event, the client will be responsible for locking up the equipment the way it was found. If clients fail to lock the equipment fees will apply.
- No decorations may be hung, taped, stapled or otherwise attached to the architecture, and furniture. If these rules are not followed, additional charges will apply.
- No furniture or objects may be moved unless supervised 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 Seeing Eye dogs with advance permission.

**Food and Refreshments**

- Any caterer may be used for all outdoor spaces; however, groups are responsible for the removal of all trash to the outside dumpster. Additional charges will apply if trash is left in the area at the conclusion of the event.
- Depending on the event, food permits or bake sale permits will be required. Clients must provide Events with a copy of the permit **10 business days prior** to the event. Contact your Events Representative to further discuss these polices.
- 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.

**Equipment Set-Up**

- Events will coordinate all outdoor set-ups with Distribution Services.
- All set-up requests must be requested **10 business days prior** to the event.

**Deliveries**

- There is no storage space for outside deliveries. Arrangements must be made with Events for deliveries.
- All rentals and deliveries must be picked up immediately following the event. If this is not possible, clients must make special arrangements with Events. Additional charges will apply.
- A list of deliveries and the firm names must be provided to Events in advance in order to open JCM Mall and Quad area. This includes florist, musicians, party rentals and musical instruments.

**Parking**

- Please discuss your parking needs with Events. Events will work with Parking & Card Services to arrange your parking request.
Department of Public Safety (314-977-3000)

- A DPS officer is not required for outdoor events, except for walks or races crossing Grand Blvd.
- *DPS fee* = $27 per hour due **10 business days prior** to the event. Please contact your Events Representative to arrange DPS.

**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 all outdoor areas.

_______________________________________  __________________
Signature of Reserver      Date

___________________________________________ __________________
Advisor’s Signature for Student Organization  Date