Pere Marquette Gallery 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 Pere Marquette Gallery (PMG), 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 PMG is rented only in compliance with the following:

**General**

- Seating at round tables is limited to 100 people.
- Theater style seating is limited to 200 people
- **Minimum room capacity: 40 people**
- Smoking is prohibited in PMG and all of DuBourg Hall
- 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.
- Dancing is prohibited.
- Band or amplified instruments are prohibited. String instruments and keyboard music only. Pianos are prohibited.
- PMG assumes no responsibility for personal property before, during or after an event.

**Food and Refreshments**

- CaterSLU is the exclusive caterer for PMG. Please contact CaterSLU Services at 314-977-9430.
- Hot food must be set up in the hallway.
- 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**: Podium with attached microphone | projector screen.
- Audiovisual needs & changes must be requested 7 business days prior to the event.

**Deliveries**

- PMG 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 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 Pere Marquette Gallery.

_____________________________________________________  __________________
Signature of Reserver        Date

______________________________________________________ __________________
Advisor’s Signature for Student Organization    Date