

Guidelines for Event Rental at Refectory Hall (DB 157)

These guidelines are enforced to prevent accidents and damage to the Hall and Art Collections. We ask that you respect the elegance of Refectory Hall. Your signature on the last page and contract is your acknowledgment that Refectory Hall is rented only in compliance with the following:

Event Clearance

Departments, private individuals or groups requesting special event rentals at Saint Louis University's Refectory Hall must contact University Event Services. This prevents a conflict in scheduling with other outside groups or University departments.

Contact: **University Event Services 977-6338**

General

- Sit-down dinners are limited to 192 in attendance.
- Receptions are limited to 250 in attendance.
- No smoking in Refectory Hall on any floor.
- No taper candles allowed. Votive candles must be contained in a holder and are to be used only on dinner tables and cabarets.
- Table floral centerpieces allowed. No other flower arrangements are to be placed on tables.
- Refectory Hall assumes no responsibility for personal property before, during or after an event.

Guests

- 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 in Refectory Hall, however, groups are responsible for the removal of all trash to the outside dumpster. Additional charges will apply if trash is left in the building at the conclusion of the event.
- If serving alcoholic beverages, group must have a valid liquor license for Refectory Hall. Clients must provide Event Services with a copy of this license prior to the event.
- No alcoholic beverage may be served to anyone under the age of 21.
- If accidental spills occur, we request you notify a staff member so that the spill may be cleaned up immediately.

Table/Bar Set-Up/Special Equipment

- Event Services will supervise all table and bar set-up. They will also supply client with examples of table set-up. In order to comply with safety codes, table arrangements may have to be changed in order to keep egress clear and to protect the art collection.
- Special needs for reception and presentation tables must be requested 5 business days prior to the event.
- Audiovisual needs must be requested 5 business days prior to the event. A projection screen and a podium/microphone are available. All other audiovisual needs must be arranged by the client.

Deliveries

- Refectory Hall has limited storage space for outside deliveries. Arrangements must be made with Event Services 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 Event Services. Additional charges will apply.
- A list of deliveries and the firm names must be provided to Event Services in advance in order to open Refectory Hall. This includes florist, musicians, party rentals and musical instruments.

Parking

- Please discuss your parking needs with Event Services. Event Services will arrange your parking request.

Department of Public Safety

- A DPS officer is not required for any programs and events. However, Event Services will need to assign building/room access to your event. Therefore, groups must provide exact start and end times to Event Services. A DPS officer will meet groups at the Refectory Hall to unlock and lock the building according to the times provided.

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.

Consideration of the Hall and Fine Art Collection

- To prevent damage to the collection, photography, video cameras and photography lighting cannot be directed onto any painting, print or photograph.
- No decorations may be hung, taped, stapled or otherwise attached to the interior architecture, furniture or artwork. If these rules are not followed, additional charges will apply.
- No furniture or objects may be moved unless supervised by Event Services.

Compliance

By signing this document you agree to comply with the guidelines for the use of Refectory Hall.

Signature of Reserver

Date

Advisor's Signature for Student Organization

Date