

Tentative

1/15/2008

Confirmed

#

Canceled

Please Return to:
 Saint Louis University
 Manresa Center
 University Event Services
 Busch Student Center
 20 North Grand, Suite 356
 Saint Louis, MO 63103

Primary Contact		Secondary Contact	
Name		Name	
Address		Address	
Phone Number	E-mail/Fax	Phone Number	E-mail/Fax

Check in Date & Time*

Check Out Date & Time*

*For overnight events, check in time is 4pm, Check out is 12pm

Event Title

Group/Sponsor

Requested Rooms Chapel Dining Room/Kitchen Auditorium Living Room Kitchen B 1B 1C 1D 2A

Estimated Attendance (overnight events have a minimum of 15 guests per night)

Do you anticipate guests with special needs / physical challenges? Yes No

If yes, please describe (*wheelchair ramp, etc.*)

Will the Manresa parking lot be needed? Yes No

Food/Linen Service? Yes No Chartwells is the preferred catering service for the center. Please contact them at (314)-977-1559. If another caterer is used, you are responsible for all clean up and trash removal. Absolutely no alcohol is allowed at the center unless catered by Chartwells.

Please provide a brief description of the event

You must designate a check in and check out time for the group leader.

Check in:

Check out:

	Estimated Fees	Paid Fees	
Administrative			<p>To hold a space, the administrative fee, and 50% of the estimated guest cost is required. The administrative fee is non-refundable. Remaining fees must be paid 10 days prior if event is non-overnight. If event is overnight, fees must be paid with 10 days or event end. If you cancel the event 11 days or more prior, all fees except the administrative will be refunded. If the event is canceled within 10 days, no fees will be refunded.</p>
Room			
Common Space			
Custodial			
Total			
Fees Due with contract			
Security Deposit			<p>The security deposit must be received on a separate check prior to arrival.</p>

* University Event Services reserves the right to cancel this reservation if it conflicts in any way with the general policy of the University regarding special events. University Event Services also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided when change is necessary.

Special Conditions for Use of Manresa Center

All groups and persons will adhere to the guidelines, rules and policies established by Saint Louis University governing conduct and the use of Manresa Center. Individuals and groups are expected to conduct themselves in an appropriate manner. Additionally, the following rules must be observed:

1. No animals or pets, except for seeing-eye dogs, are permitted on the premises.
2. Smoking is not allowed inside Manresa Center.
3. Alcohol is only permitted at events catered by the approved University vendor, which is Chartwells Catering.
4. The unlawful possession, use, consumption or distribution of illicit drugs or alcohol is prohibited.
5. Tampering with or misusing safety equipment (exit signs, smoke detectors, fire/smoke barrier doors, etc.) is prohibited.
6. Fire and smoke barrier doors must be kept closed at all times.
7. Candles may be used in the chapel for mass and in the center only when contained by a votive or hurricane.
8. Vandalism and destruction of the building, furniture or fixtures will not be tolerated. Cost of damages incurred will be the responsibility of the group.
9. Furniture may not be moved from public areas or individual rooms without permission from University staff.
10. No decorations or alterations may be made in any rooms or to the building without obtaining written permission from University Event Services. You may only use painters masking tape to attach signs to painted surfaces.
11. Groups will have use of the double-range electric stove. You may use Manresa Center's cookware and dishware. All used cookware and dishware must be cleaned to it's original state and returned to it's original position
12. Playing athletic games, rough housing or using any athletic equipment within the building is not permitted
13. Guests may not remove screens or storm windows or access the roof except in emergencies.
14. Guests may not refuse to allow qualified University personnel into a room for the purpose of health, fire, safety, housekeeping or maintenance inspection or to perform maintenance or other job duties.
16. All fire, safety, traffic, parking and public safety requirements must be observed at all times. The gate and circle drive on Washington Blvd is not accessible at any time.
17. Lost towels and other items shall be charged to the user based on the replacement fee established by University Event Services.

Manresa Center Guidelines

- Accessibility:** The accessible entrance to Manresa is located at the southeast corner of the courtyard. This entrance provides access to the entire center except the chapel. The accessible entrance to the chapel is the outside front entrance. Guestroom 101 is wheelchair accessible with direct access to a bathroom. Please let the caretaker know if you require use of the wheelchair lift, and a key will be provided.
- Bathrooms:** There is at least 1 bathroom, and one bathroom/ shower room on each floor. You may assign the bathrooms appropriately for your group.
- Bedrooms:** Each Bedroom has a fresh set of bed linens and one set of bath towels for use during your stay. When you finish your stay, please pull off all used linens and towels and put them outside the bedroom door. Leave all used bedroom doors opened and unlocked when you leave.
- Bedroom Keys:** Keys are not issued at Manresa Center. The bedroom doors can be locked. It is your responsibility to make sure that you leave the bedroom doors unlocked when not in use. In the case of a lock out, please call the caretaker. If you cannot reach them, please call the Department of Public Safety. ***It may take over an hour to get a room unlocked.***
- Chapel:** You are welcome to make use of the chapel as a place of worship for all denominations. Please be considerate of the furniture and other items in the chapel.
- Grounds:** You are welcome to use the grassy areas and the veranda on the east side of the Manresa Center. Please remove any trash and cigarette butts from the ground.
- Kitchens:** Please feel free to make use of the facilities to suit your retreat. However, since we have a limited housekeeping staff, please wash any dishes that you use, and take out the trash when you finish your stay. If you exit the double doors behind the dining room, there is a door in the brick wall along the alley. The dumpster is outside to the left.
- Meeting Rooms:** If you move any of the furniture in the rooms, please be considerate of the carpet and the walls, so as not to damage them. Please return the furniture to its original placement when you are done.
- Office:** There is a photocopier/fax machine in the office available for your use. Faxing and telephone calls are only available to local numbers, and you must dial "9" before the seven digit number. The computers in the office are not available for use.
- Parking:** The lot at Manresa is available for your guests. Be sure to leave the reserved spot empty. Only appropriately marked cars may use the Handicapped spots. Overflow parking is available along Sarah Street and Washington Blvd.
- Private Residence:** The Manresa Caretaker lives on sight in the house at the southeast corner of the property. This is a private residence. Please be respectful of the house and the grounds surrounding it.

As a representative of _____,

We hereby agree to the above terms.

X Signature of Reserver

Date