

Department of Events Policy and Guidelines

Events/Meeting Spaces

(314) 977 – 6338

events@slu.edu

DEPARTMENT OF EVENTS

The Events team is responsible for the scheduling of departmental events, student organization meetings, and various outdoor spaces around campus. The guidelines listed below will serve as a standard for defining facility criteria, for the use of internal events. Additionally, these guidelines communicate standards to ensure consistency and clarity of all campus wide events.

****Please note that Events is NOT responsible for scheduling academic courses/classes/exams. All academic classes/courses/exams must go thru the Registrar's Office. You may contact the Registrar's office by visiting www.slu.edu/registrar or by calling (314) 977-2269.***

Events Office

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Reserving Space:

The Events Department maintains the master calendar of events for the University. Reservations are made on a first – come, first – served basis. However, in extremely unusual circumstances, confirmed reservations may be over – ridden. Reservations can only be made up to one year in advance. Anything that exceeds one year will not be confirmed, unless approved by the Events staff. All student organization events **must** provide an approval certificate from the Student Involvement Center.

Venue Spaces Events can book:

- Allied Health Multipurpose Room
- Boileau Hall
- Busch Student Center
- Center for Global Citizenship
- John Cook School of Business Auditorium. & Pre-Function
- John Cook School of Business Atrium
- Sinquefield State Room 409, Conference Rooms 404 & 406
- Il Monastero Sanctuary
- Il Monastero St. Louise
- Pere Marquette Gallery
- Selected outdoor space on campus.

STEPS FOR ACQUIRING A VENUE

1. Log into 25Live with your SLUnet ID.
 - a. If you are a Student Organization, you must obtain an approval certificate from your adviser and Division of Student Involvement.
2. Submit your ***“tentative”*** request, once you have finished your reservation.
3. An Event Planner will then review your request and will either confirm your event or contact you if there is a problem.
****Until the Events Department sends a confirmation of your event, your reservation is only tentative.****
4. Once you have received the confirmation from your designated Event Planner, send an approval that you have received the confirmation.

GUIDELINES FOR EVENT VENUES

ALL guidelines are enforced to prevent accidents and damage to the space. ***If these guidelines are not followed, additional charges will apply.*** Your signature on these guidelines and the approved event request form is your acknowledgment that ALL of the event venues are rented only in compliance to the following:

GENERAL:

- Smoking is prohibited in ALL Event spaces.
- No taper candles allowed, unless the flame is contained in a holder and are to ONLY be used on tables.
- 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 Event Services.
- 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.
- ALL event spaces assume no responsibility for personal property before, during, or after an event.

FOOD & REFRESHMENTS:

- CaterSlu is the exclusive cater for the following venues:
 - Busch Student Center
- ALL alcoholic beverages must be served and ordered through the campus exclusive caterer, CaterSLU.
 - 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 Custodial Services.
- **Final schematics are due 7 business days prior to the event date** (changes will not be accepted after this deadline.)

AUDIOVISUAL EQUIPMENT (AV):

- Audiovisual equipment includes:
 - Microphone
 - Podium
 - Projector
 - Projector Screen
 - Computer
 - Laptop Hookups (HDMI & VGA)
 - Wireless Microphones
 - Lavalier Microphones

*****ALL venues have different audiovisual accessories. If you are interested in AV for your event contact your Event Planner and see what your venue offers. *****

- **AUDIOVISUAL NEEDS & CHANGES MUST BE REQUESTED 14 BUSINESS DAYS PRIOR TO THE EVENT.**

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.

STORAGE & DELIVERIES:

- St. Louis University venues have limited storage space for outside deliveries. Arrangements must be made with the Events staff.
- ALL rentals and deliveries must be picked up immediately following the event. If this is not possible, clients must make special arrangements with the Events Department.

PARKING:

- Please discuss all your parking needs with your Event planner. Events will work with Parking and Card Services to arrange your parking requests.
 - Please note that venues such as Boileau Hall and Il Monastero have a complimentary parking lot.
 - 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.

DEPARTMENT OF PUBLIC SAFETY (DPS):

- Clients are to meet DPS to have the space unlocked or locked for the following venues:
 - Boileau Hall
 - Il Monastero
 - Pere Marquette
- If additional security is necessary for your event, please coordinate with your Event Planner. Your Event Planner will contact DPS to arrange the proper needs for your event.

OUTDOOR EVENTS:

- Outdoor events using intermural fields MUST be approved and reserved by the Simon Recreational Center before the request form is submitted to Events for outdoor equipment.
- All outdoor equipment must be locked prior and at the conclusion of your event. The client is responsible for the equipment being used, and will be charged accordingly if any equipment is missing at the end of their event.
 - The clients are in charge of the set up and take down of their equipment for their event.
 - Outdoor equipment includes:
 - Spider Boxes
 - Tents
 - Trashcans
 - Outdoor Tabling
 - Folded Metal Chairs
 - Extension Chords

***Events and Distribution Services require 10 business days notice prior to the event to have successful outdoor setup time for events.**

The Events staff reserves the right to cancel any reservations if it conflicts in any way with the general policy of the University regarding special events. Events also reserves the right to change reservations to other spaces with the understanding that, if possible, comparable facilities will be provided when the change is necessary.

By signing this document you agree to comply with the guidelines for the Event Services venues.

Signature of Reserver

Date